



Federal Aviation
Administration



FEDERAL AVIATION ADMINISTRATION

OE/AAA[®]

Obstruction Evaluation / Airport Airspace Analysis

UAS COA UNMANNED AERIAL SYSTEMS CERTIFICATE OF AUTHORIZATION USER GUIDE

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Version Control Table

Version	Date	Purpose / Changes	Author
1.0	12/06/2006	Orig	CGH Technologies Inc.
2.0	01/10/2007	Updates	CGH Technologies Inc.
3.0	08/17/2010	Updates	CGH Technologies Inc.
4.0	03/31/2011	Updates	CGH Technologies Inc.
5.0	06/23/2011	Updates	CGH Technologies Inc.
6.0	09/29/2011	Updates	CGH Technologies Inc.
7.0	03/29/2012	Updates	CGH Technologies Inc.
8.0	06/28/2012	Updates	CGH Technologies Inc.
9.0	09/27/2012	Updates	CGH Technologies Inc.
10.0	09/26/2013	Updates	CGH Technologies Inc.
11.0	01/30/2014	Updates	CGH Technologies Inc.
12.0	03/11/2014	Updates	CGH Technologies Inc.
13.0	04/24/2014	Updates	CGH Technologies Inc.
14.0	08/01/2014	Updates	CGH Technologies Inc.
15.0	10/30/2014	Updates	CGH Technologies Inc.
16.0	01/29/2015	Updates	CGH Technologies Inc.
17.0	04/30/2015	Updates	CGH Technologies Inc.
18.0	10/31/2015	Updates	CGH Technologies Inc.



UAS COA USER'S GUIDE

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1 INTRODUCTION

Unmanned Aircraft System Certificate of Authorization or Waiver (COA) is an authorization issued by the Air Traffic Organization (ATO) to a public operator for a specific UA activity. After a complete application is submitted, the Federal Aviation Administration (FAA) conducts a comprehensive operational and technical review. If necessary, provisions or limitations may be imposed as part of the approval to ensure the UA can operate safely with other airspace users. In most cases, FAA will provide a formal response within 60 days from the time a completed application is submitted.

The proliferation of UAS into the NAS resulted in an increased demand for the FAA to process a large number of applications that require review for operational approvals.

To better support the needs of our customers, FAA deployed a web-based application system. The UAS COA Online System provides applicants with an electronic method of requesting a COA.

1.1 System Overview

The UAS COA Online System is housed within the iOE/AAA® system which supports the FAA's effort to ensure the safety of travelers and efficient use of airspace, in accordance with 49 U.S. Code Section 44718.

In addition to providing applicants an electronic method to request a COA, the UAS COA Online System allows the FAA to manage the authorization or waiver throughout the entire review process.

To ensure standardization and increase FAA data collection efficiency, all COA reporting is accomplished through the UAS COA Online website. The COA system website contains standardized reports for initial incident/accident and monthly operational reporting. This essential functionality enables the FAA to continually assess UAS flight operations within the National Airspace System (NAS).

1.2 Authorized Use Permission

The COA Online System Administrator assigns specific permissions and areas of responsibility. There are multiple combinations of **user types** and **permissions** that factor into defining a user's role in the system.



1.3 Points of Contact

The FAA provides the COA / OE/AAA user community with a support desk for informational and troubleshooting purposes.

Support Desk Contact Number - **202-580-7500**
E-mail address - **oeaaa_helpdesk@cghtech.com**

Organization of the user guide

Following are the major section of this guide:

- General Information (1.0)
- Getting Started (2.0)
- Using the System – UAS COA Functions (3.0)

1.3.1 Conventions used in the Guide

Screen names are shown in italics (*Assigned Work*)

Values to enter into the system in response to prompts and selections are shown in **bold**

Buttons are shown in [] and **bold**

1.3.2 iOE/AAA® Terms used in this Guide

Description	Definition
COA Case	A request for FAA approval to conduct UAS Operations.
iOE/AAA®	The internet Obstruction Evaluation Airport Airspace Analysis system. Used by FAA staff to evaluate cases for possible obstruction of airports, airspaces, traffic patterns, facilities, equipment and other FAA requirements

Table 1-1: iOE/AAA® Terms



1.3.3 Computer Terms used in this Guide

Description	Definition
Button	A box used to tell the program to perform a task.
Button Bar	A collection of buttons
Check Box	A box in a window used to enable or disable an option by selecting on it with the left mouse button. In a group of check boxes, the user may select none of the boxes (unless it is a required item), one box, or many boxes. See option button for comparison.
Close Button	A square button in the upper right corner of a window's title bar with an x mark on it.
Description	Definition
Drop-down arrow	A button in a window with an upside-down triangle on it. When you select a drop-down arrow, a list of choices appears from which you make a selection. Your selection is then automatically entered into the appropriate field.
Drop-down list (or Drop-down menu)	A list of choices that appears when you select a drop-down arrow. When you choose an item in the list, your selection is automatically entered into the appropriate field.
Field	A single line in a window where the user can enter a specific item of information.
Hyperlink	An element on a Web page that, when selected on, takes you to another Web page or a different location on the current Web page. It may be text, which is commonly blue and underlined, or it may be an image or symbol.
Maximize button	A button in the upper right corner of a window that, when selected, maximizes a window to fill all of the space available within a larger window or on the screen.
[Menu Selection] [Menu Selection] [Menu Selection] [etc.]	The arrow indicates that selecting the first item leads to a secondary menu with additional items. After selecting the first menu item, use the mouse to select the second menu item, and continue selecting additional menu items until you reach the option you are activating. Choose the last option to activate it. Examples: Select Start Control Panel Settings
Minimize button	A button in the upper right corner of a window that, when selected, hides the window.
Pop-Up Menu	A menu that appears on-screen when a user selects a certain item. A pop-up menu can appear anywhere on the screen and generally disappears when the user selects an item in the menu.
Prompt	A request by the program for information from the user.
Restore Button	A button in the upper right corner of a window that, when selected, restores a window to its previous size.
Select	Choose the item you want. A selected item is usually a different color from other similar items, or is surrounded by a frame.
Text Box	A multi-line rectangle in a window in which you enter information.
Window	A portion of the screen that can contain its own document or message.

Table 1-2: Computer Terms



1.3.4 Navigating the iOE/AAA® COA On-Line System

iOE/AAA® (COA On-Line) can be used through a variety of drop-down menus, buttons, and hyperlinks. The Tier-1 menu bar is shown below:



Each of the Tier-1 menu bar categories (COA case, DoD, Class D and G Notifications, Tools, Options, and Help) has pull-down menus to access the COA On-Line functions. These are explained in later sections of this document. Once 'Log Out' is selected, the user exits the system and returns to the Welcome screen.

2 GETTING STARTED

To use the iOE/AAA (COA On-Line) system, a user must have a suitable computer with necessary software installed and properly configured.

- **Requirements/System Configuration**

- **Computer**

Suitable computers are those with either Windows-compatible or Macintosh-compatible platforms that can access the iOE/AAA website. Suitable computing hardware must have at least 1GB of RAM.

Access to the iOE/AAA (COA On-Line) website must be made through a high speed Internet connection, so dial-up is not recommended. Some smart phones can run the iOE/AAA (COA On-Line) system, but may not be able to access all the functions.

- **Browser**

Internet Explorer, Mozilla Firefox, Google Chrome or other popular browsers can be used to access the iOE/AAA (COA On-Line) website. Some browser/computer combinations, however, might require special configurations.

- **Pop-up Windows**

The iOE/AAA (COA On-Line) System uses pop-up windows for some feature functionality. The site uses pop-ups to provide more details and to allow users to take full advantage of the additional feature data available. We do not recommend permanently turning off your pop-up blocker. We recommend you add the iOE/AAA (COA On-Line) site (<https://ioeaaa.faa.gov>) to the "white list" of sites for which your browser will always allow pop-ups.



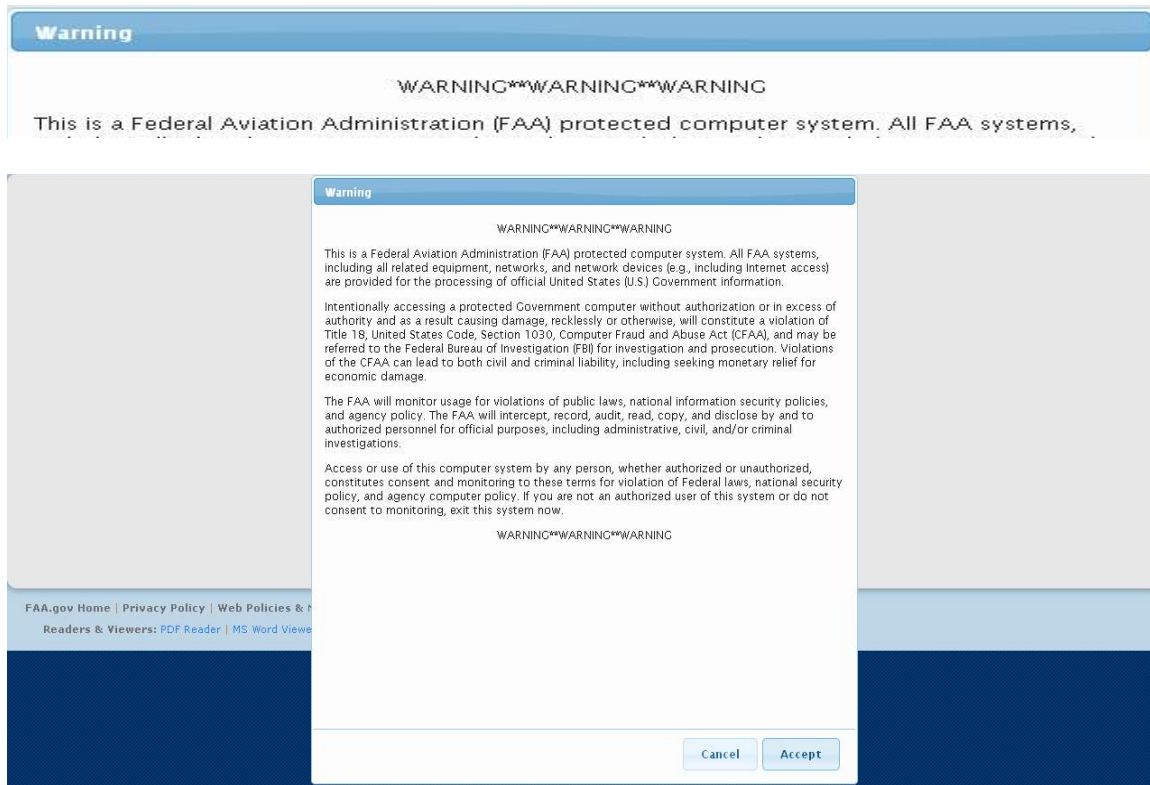
○ **Software**

- Adobe Acrobat Reader is required to view COA documents.
- Java v6 or higher is required to view 2D maps.
- Google Earth is required to view 3D maps.



3 SECURITY

An FAA system use **warning banner** and access notification message is overlaid on the welcome / login screen when attempting to access COA On-Line thru the iOE/AAA web site.



The **Access Notification message** details the terms for use of the COA On-Line (iOE/AAA) system. The message remains on the screen until the access terms are accepted before granting access to the site. Cancelling redirects to the FAA Home website.

To mitigate the potential for **denial of service**, the COA On-Line (iOE/AAA) system:

- Enforces a limit of 3 consecutive invalid login attempts by a user.
- Automatically locks a user account and delays the next login for 20 minutes when the maximum number of unsuccessful attempts is exceeded (Per FAA order 1370.92 3).



Session Lock - The COA On-Line (iOE/AAA) information system initiates a Security Content Automation Protocol (SCAP) defined session lock after a 45 minute period of inactivity or upon receiving a session log out request from a user. The system retains the session lock until the user reestablishes access using established identification (login ID) and authentication (password) procedures.

A **Session Time-Out** Warning alerts users when their current session is about to be locked due to inactivity. An audible beep will sound 5 minutes before session lock to alert users and a screen pop-up displays the following message: "You have not changed pages in at least 40 minutes. If you do not extend your session you will be logged out. You have X minutes and X seconds left. Users have the option to confirm they want to remain in their current session by selecting the "Extend my session" button, or confirm they want to log out of their current session by selecting the "Logout" button.

The COA On-Line (iOE/AAA) system automatically terminates idle accounts after **90 days of inactivity**; this access enforcement applies to all account types. This feature supports OE/AAA information system account management functions.



3.1 Logging On

To access the COA On-Line (iOE/AAA) system, users will follow the steps outlined below:

System Login

Welcome to the OE/AAA System Version 2014.1.0.233

Welcome to the OE/AAA System. This system is password protected and intended for use by authorized personnel. The OE/AAA system is designed to meet the data requirements of an evolving National Airspace System.

Please enter Login ID and Password.

Login ID/Email: January@faa.gov

Password:

Login Clear Forgot Password

Note: If you have any questions, call the OEAAA Support Desk at 202-580-7500
or email: [OEAAA Support Desk](#)

Figure 3-1: Welcome Screen

NOTE:

your full email address is required when you login.
For example, your login ID is not **john.doe** it is now **john.doe@faa.gov**

To access the COA On-Line system follow the steps listed below:

Launch your internet browser

At the top of the screen, input the following URL in the Address field:

<https://ioeaaa.faa.gov>.

The Welcome / login screen of the iOE/AAA® system is displayed:

- Enter your login ID (your full email address) to log in.
For example: jane.doe@faa.gov or mark.r.smith@us.army.mil.
In case of a session timeout, the COA On-Line system will auto populate your email address into the login ID field.
- Enter your unique Password
- Select the **[Login]** button.



Forgot Password

Welcome to the OE/AAA System Version 2014.1.0.233

Welcome to the OE/AAA System. This system is password protected and intended for use by authorized personnel. The OE/AAA system is designed to meet the data requirements of an evolving National Airspace System.

Please enter Login ID and Password.

Login ID/Email:

Password:

On the login screen, select the “Forgot Password” button.

Recover Your Password

E-mail:

The E-mail address must match what is in your OE/AAA user account.

Note: If you have any questions, call the OEAAA Support Desk at 202-580-7500 or email: [OEAAA Support Desk](#)

Figure 3-2: Forgot Password screen

User's enter their full e-mail and submit their request; the system will validate and e-mail the user a web link to reset their password and regain access to their COA On-Line account.



3.2 System Menu (Portal Page)

This section describes in general terms the system menu first encountered by the user, as well as the navigation paths to functions noted on the screen. Each system function is under a separate section header.

COA Cases	COA Reports	Tools	Data	Reports	Options	Help	Log Out
-----------	-------------	-------	------	---------	---------	------	---------

UAS COA Online

Identification		COA Cases
User Name	Craig Woolsey	Draft
IP Address	71.246.251.254	Pending
Browser	Microsoft Internet Explorer 4.0 (compatible; MSIE 8.0; Windows NT 6.1; WOW64; Trident/4.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; Media Center PC 6.0; InfoPath.2)	Active
		Archived
		New/Renew COA
		COA Reports NOTICE - 3/12/10
		Initial Accident Initial Incident Monthly Operational
		Contents
		Search - UAS COA
		GIS Tools Menu
		User Directory
		Air Traffic Areas of Responsibility
		Help - Contact and Settings
		Log Out
Permissions		

Figure 3-3: User Portal Page (COA)

COA Cases	COA Reports	Tools	Data	Reports	Options	Help	Log Out
-----------	-------------	-------	------	---------	---------	------	---------

UAS COA Online

Identification		COA Cases
User Name	John Smith	Draft
IP Address		Pending
Browser	Microsoft Internet Explorer 4.0 (compatible; MSIE 7.0; Windows NT 6.1; Trident/6.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; MDDC; BRI/1; .NET4.0C; BRI/2; McAfee; MDDC; .NAP 1.1)	Active
		Archived
		New/Renew COA
		NOTICE - 3/12/10
		Initial Accident Initial Incident Monthly Operational
		Search - UAS COA
		GIS Tools Menu
		View/Create COA Sharing Requests
		COA Sharing Requests To Review
		User Directory
		Air Traffic Areas of Responsibility
		Help - Contact and Settings
		Log Out
Permissions		
Title	Clerk	
Service Area	Central Service Area	
Region	Great Lakes	
Division	COA-TS 2- Sub-division (a)	
		Update My User Profile

Figure 3-4: User Portal Page (COA Sub-division (level 3))



Portal Page screen

This section describes in general terms the system menu first encountered by the user, as well as the navigation paths to functions noted on the screen. Each system function is under a separate section header.

- Identification – This section identifies you to the system.
It contains your:
 - User Name
 - IP Address
 - Browser information
- Permission – This section displays your Profile in the OE/AAA system.
It contains your:
 - System Title
 - Service Area
 - Region
 - Division
 - Update My User Profile
- Contents
 - Search – UAS COA
 - GIS Tools Menu
 - User Directory
 - Help – Contact & Settings
- Statistics
 - Session Started
 - Users Online
 - Bandwidth
- Java 6.0 in Map It
 - Java VM
- What's New
 - What's New
 - Quarterly Planning Initiatives



Tier-1 (Site) Menu Bar and Drop-down Menus (COA)



Figure 3-5: Tier-1 (System) Menu Bar

Drop-down Menus (2)

COA-Online is navigated through a variety of Drop-down menus in the iOE/AAA® System. The Drop-down Menus will be described from left to right and from top to bottom.

- * The “Notifications” menu Drop-down is only displayed on the menu bar of Class G Notification users and DoD MOA Class D users.
- * The “Templates” menu Drop-down is only displayed on the menu bar FAA-ATO-HQ.

COA Cases

- Draft
- Pending
- Active
- Archived
- Search – UAS COA
- NEW/Renew –UAS COA

NOTIFICATIONS (Class “D” and Class “G” Notifications only)

- DoD MOA Class D Notifications
 - Draft
 - Pending
 - Active
 - Archived
 - Search
 - New
 - My Assignments
- DoD Class G Notifications
 - Draft
 - Active
 - Archived
 - Search
 - New
 - My Assignments



- NASA Class G Notifications
 - Draft
 - Active
 - Archived
 - Search
 - New
 - My Assignments
- NOAA Class G Notifications
 - Draft
 - Active
 - Archived
 - Search
 - New
 - My Assignments
- DOI Class G Notifications
 - Draft
 - Active
 - Archived
 - Search
 - New
 - My Assignments
- FBI Class G Notifications
 - Draft
 - Active
 - Archived
 - Search
 - New
 - My Assignments

COA Reports

- Initial Accident
- Initial Incident
- Monthly Operational

Tools Drop-down

- GIS Tools

Data Drop-down



- Airports/Runways Database
- Facilities Database
- Radar Database
- MTR Database
- SUA Database
- Defense Contact Database
- Special IAP Database

Reports Drop-down

- OE/NRA/NR Reports
- Smart

Options Drop-down

- Portal
- Update My User Profile
- User Directory

Templates Drop-down (FAA-ATO-HQ Only)

- COA Templates

Help Drop-down

- Contact & Settings
- COA Case Workflow Chart
- What's New
- Downloads
- Links

Log Out

Users wishing to properly exit the COA On-Line (iOE/AAA) system should select the **Log Out** option located on the right of the Tier-1 menu bar at the top of each screen within the COA-Online application, or under **Contents** on the Portal Page.



3.3 UAS COA Test Sites

The FAA has six UAS COA Test Sites that will allow the agency to develop research findings and operational experiences to help ensure the safe integration of UAS into the nation's airspace.

Six divisions have been integrated into the COA On-line system to support FAA COA Test Site efforts: University of Alaska, State of Nevada, Griffiss International Airport, North Dakota Department of Commerce, Texas A&M University in Corpus Christi and Virginia Polytechnic Institute and State University.

UAS COA Test Site cases are part of the standard and renewal COA process; they are quickly identifiable by their suffix. Standard Test Site COAs have a suffix of “TS” (i.e. 2015-WSA-3-COA-TS) and Renewal Test Site COAs have a suffix of “R-TS” (i.e. 2015-ESA-2-COA-R-TS).

UAS COA Case	
ASN #:	2015-AHQ-8-COA-R-TS
Case Status:	Committed
Case Phase:	Admin Review Check
Submitted:	01/28/2015
Processing Days:	0
Previous COA:	2015-ESA-8-COA-TS

All COA ASNs are unique, so when searching or renewing a Test Site COA the suffix is not required; the system identifies and displays the cases with their identifiable suffixes such as 2015-CSA-10-COA-TS or 2015-CSA-20-COA-R-TS. The exception is safety reporting; safety reports require the entry of the entire Test Site ASN for quick identification in email notifications.

Test Site COA information related to the operation of UAS that is generated by the six test site operators will help the FAA develop regulations and operational procedures for future commercial and civil use of the NAS.



To support this effort, COA Test Site (parent) division users can view Test Site sub-division user cases by selecting the applicable Test Site sub-division in the “Division” drop-down menu located on the user’s Portal Page screen:

Permissions

Title	Clerk
Service Area	Central Service Area
Region	COA-Test Site 6-VA.Polytechnic Inst. & State Univ.
Division	COA-TS 2- Sub-division (a)

[Update My User Profile](#)

The Test Site sub-division(s) is/are accessible by Test Site (parent) division users to view and monitor sub-division COA actions and statuses requiring their attention.

COA Test Site sub-division users have the ability and security to share their COA cases between their COA On-line account and the account of other sub-division users with the same parent Test Site; COA drafts cannot be shared.

A "View/Create COA Sharing Requests" link is only available to COA Test Site sub-division users from their Portal page to initiate a COA sharing request.

UAS COA Online

Identification	COA Cases
User Name Jane Felix	Draft
IP Address	Pending
Browser	Active
	Archived
	New/Renew COA
	NOTICE - 3/12/10
	Initial Accident Initial Incident Monthly Operational
	Search - UAS COA
	GIS Tools Menu
	View/Create COA Sharing Requests
	Review COA Sharing Requests
	User Directory
	Air Traffic Areas of Responsibility
	Help - Contact and Settings
	Log Out

Permissions

Title	Clerk
Service Area	Central Service Area
Region	Central
Division	COA-TS 2- Sub-division (b) ▼

[Update My User Profile](#)



A "Review COA Sharing Requests" link is only available to COA Test Site sub-division users from their Portal page to either Approve or Reject COA share request.

UAS COA Online	
Identification	
User Name	
IP Address	71.128.171.215
Browser	Microsoft Internet Explorer 4.0 (compatible; MSIE 7.0; Windows NT 6.1; Trident/6.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; MDDC; BRI/1; .NET4.0C; BRI/2; McAfee; MDDC; .NAP 1.1) JS User Agent: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; Trident/6.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; MDDC; BRI/1; .NET4.0C; BRI/2; McAfee; MDDC; .NAP 1.1) Request User Agent: Mozilla/4.0 (compatible; MSIE 7.0; Windows NT 6.1; Trident/6.0; SLCC2; .NET CLR 2.0.50727; .NET CLR 3.5.30729; .NET CLR 3.0.30729; MDDC; BRI/1; .NET4.0C; BRI/2; McAfee; MDDC; .NAP 1.1) Request Accept encoding:
Permissions	
Title	Clerk
Service Area	Central Service Area
Region	Central
Division	COA-TS 2- Sub-division (b) ▼
Update My User Profile	
COA Cases	
Draft	
Pending	
Active	
Archived	
New/Renew COA	
NOTICE - 3/12/10	
Initial Accident Initial Incident Monthly Operational	
Search - UAS COA	
GIS Tools Menu	
View/Create COA Sharing Requests	
Review COA Sharing Requests	
User Directory	
Air Traffic Areas of Responsibility	
Help - Contact and Settings	
Log Out	
COA Requests To Review	



Test Site COA Share Request Example:

Create New COA Sharing Request

ASN # for COA Case to Share: 2014 - ESA - 1 - COA

Comments: Place the reason for the sharing request here.

My COA Sharing Requests						
ASN	Status	Action Date	Division	Created By	Created Date	comments
2014-ESA-3-COA	REQUESTED	03/08/2014		John A Smith	03/08/2014	Request this COA for comparison of fire fighting effort
Total Number of Request(s): 1						
Export options: CSV						

Created Date: First time when share request was created (to see requested date)

Action Date: Last time request record was updated (to see approval/revoke date)

Below is the COA Owner share request review screen with Approve and Reject links:

Review COA Sharing Requests

COA Sharing Request To Review					
ASN	Status	Created By	Created Date	Comments	Actions
2014-ESA-3-COA	REQUESTED	John A Smith	03/08/2014	Request this COA for comparison of fire fighting effort	Approve Reject
2014-ESA-4-COA	REVOKED	Angel Fox	03/07/2014	I'm sorry. I was just notified that you are in the "know."	
2014-ESA-1-COA	REJECTED	Angel Fox	03/07/2014	This request has been rejected because this COA is classied and you are on a need to know basis.	
Total Number of Request(s): 3					
Export options: CSV					



Below is the COA Owner share request review screen with revoke links:

Review COA Sharing Requests

Request for COA Case 2014-ESA-3-COA has been updated successfully.

COA Sharing Request To Review					
ASN	Status	Created By	Created Date	Comments	Actions
2014-ESA-3-COA	APPROVED	John A. Smith	03/08/2014	Request approved.	Revoke
2014-ESA-4-COA	REVOKED	Angel Fox	03/07/2014	I'm sorry. I was just notified that you are in the "know."	
2014-ESA-1-COA	REJECTED	Angel Fox	03/07/2014	This request has been rejected because this COA is classied and you are on a need to know basis.	

Total Number of Request(s): 3

Export options: [CSV](#)

An export option is located on the bottom of the "My COA Sharing Requests" and "Review COA Sharing Request" screens to allow users to export listed Sharing Requests to CSV format.

Reject / Revoke comment screen:

Requestor's COA share request review screen with COA owner comments:



Review COA Sharing Requests

Request for COA Case 2014-ESA-3-COA has been updated successfully.

COA Sharing Request To Review					
ASN	Status	Created By	Created Date	Comments	Actions
2014-ESA-3-COA	REVOKED	John A Smith	03/08/2014	Revoked because the approved COA was actually the wrong sharing request. The correct request has been approved.	
2014-ESA-4-COA	REVOKED	Angel Fox	03/07/2014	I'm sorry. I was just notified that you are in the "know."	
2014-ESA-1-COA	REJECTED	Angel Fox	03/07/2014	This request has been rejected because this COA is classied and you are on a need to know basis.	
Total Number of Request(s): 3					

COA share request can only be conducted with sub-division users of the same Test Site as the requestor.

Create New COA Sharing Request

- The parent division of the case is not the same as the parent division of the current user!

ASN # for COA Case to Share: - - -

Comments:

Create the Request

My COA Sharing Requests

If the share request is approved, the requested COA can be viewed by selecting the ASN link on the Create/view COA share request screen.

ASN
2014-ESA-2-COA

Create New COA Sharing Request

ASN # for COA Case to Share: - - -

Comments:

Create the Request

My COA Sharing Requests						
ASN	Status	Action Date	Division	Created By	Created Date	comments
2014-ESA-2-COA	APPROVED	03/09/2014	COA-TS 2- Sub-division (a)	Jane Felix	03/09/2014	Request approved!
Total Number of Request(s): 1						
Export options: CSV						



The displayed COA is view-only.

UAS COA Case	Project	
ASN #: 2014-ESA-2-COA Case Status: Committed Submitted: 03/07/2014	Training Attachment	No Attachment
Proponent Information	Medical Certification Class (FAA or DOD equivalent)	1
Point of Contact Information	Currency Status	test
Operational Description	Duty Time Restrictions	test
System Description	Single UAS Control	No
Performance Characteristics	UAS Description	
Airworthiness	Total Number of UAS Controlled	2
Procedures	Special Circumstances	
Avionics/Equipment	Special Circumstance Attachment	No Attachment
Lights	Special Circumstances	test
Spectrum Analysis Approval		
ATC Communications		
Electronic Surveillance/ Detection Capability		
Visual Surveillance/ Detection Capability		
Aircraft Performance Recording		
Flight Operations Area/Plan		
Flight Aircrew Qualifications		
Special Circumstances		
Preview Case		
COA Status/Email History		

Clone the COA case to create an editable draft in your account.

CLONE THIS CASE

Are you sure you want to clone this COA case?

OK Cancel

Clone COA Case:

☐ With Attachments
☒ Without Attachments

The COA Case has been cloned

CLOSE

Editable draft example:

UAS COA Case	Project
Draft #: 4407 Case Status: Draft Submitted: 03/09/2014	Proponent Information
Proponent Information	Select an existing Proponent: 10th SFG
Point of Contact Information	or Create a new Proponent by filling out the form below.



This Test Site COA draft can be completed and Committed to the FAA.

UAS COA Case	Project
Draft #: 4407 Case Status: Draft Submitted: 03/09/2014	Proponent Information Select an existing Proponent: 10th SFG or Create a new Proponent by filling out the form below. * Sponsor: 10th SFG * Attention Of: Sean P. Swindell * Address: 7811 Bad Tolz Road, Building 7400 Address 2: * City: Fort Carson *State: CO *Postal Code: 80913 * Telephone: (719) 524-1042 DSN #: Ext: Fax: * Email: daniel.morris@ahqb.soc.mil Declarations * a) <input checked="" type="radio"/> Yes <input type="radio"/> No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments. * b) <input checked="" type="radio"/> Yes <input type="radio"/> No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1. Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations. Commit Case CLOSE THIS DRAFT PREVIOUS DRAFT SAVE AS DRAFT COMMIT DRAFT CANCEL DRAFT PRINT DOWNLOAD HRP UAS COA HRP 3D PREVIOUS NEXT
Proponent Information Point of Contact Information Operational Description System Description Performance Characteristics Airworthiness Procedures Avionics/Equipment Lights Spectrum Analysis Approval ATC Communications Electronic Surveillance/ Detection Capability Visual Surveillance/ Detection Capability Aircraft Performance Recording Flight Operations Area/Plan Flight Aircrew Qualifications Special Circumstances Preview Case COA Status/Email History	

3.4 Update User Profile

The **Update My User Profile** link is provided for users who need to make changes to their personal information. This link can be found under the Options Drop-down menu, as well as on the Portal Page. Users selecting the **Update My User Profile** link will see the following data input screen:

Update Profile	User Preferences	Map It Preferences
Edit User Information for : George Baum		
First Name: George	Military Title: -Select One-	Login ID: GBAUMLLC@GMAIL.COM
Middle Initial:	Suffix:	Password:
Last Name: Baum	E-mail: gbaumllc@gmail.com	Retype Password:
Service Area: Headquarters	Telephone: (703) 346-5400	Fax:
Region: Headquarters	Secondary Telephone:	DSN Telephone:
FAA Title: Executive	Address 2:	State: MD
Enterprise Name: George Baum LLC	City: Potomac	Zip Code: 20854
Address: 9420 Wooden Bridge Rd	Divisions:*	
Divisions:		
COA Divisions: <input checked="" type="checkbox"/> COA-DARPA		
<div>Submit Cancel</div>		



There are three subsections on this page:

- Update Profile
- User Preferences
- Map It Preferences

3.4.1 Update Profile

Once on the **Update Profile** screen, users have the ability to view the following personal information (data followed by a red asterisk [*] are required fields):

- First Name
- Middle Name
- Last Name
- Region
- FAA Title
- Military Title (if applicable)
- Suffix
- E-mail (user may edit)
- Telephone (user may edit)
- Secondary Telephone (user may edit)
- DSN Telephone (user may edit)
- Login Password and the Retype password field (user may edit)
- Fax
- Division(s)
- In addition, the user can also update the following:
 - Enterprise Name
 - Address
 - Address 2
 - City
 - State
 - Zip

After making changes, the user selects the [Submit] button at the bottom of the page.

Once all desired edits have been made, users may choose to either [**Save**] the changes or [**Cancel**] the action (to return the data to its original state).



3.5 User Preferences

From this screen, the user can set general preferences for how data is displayed.

Update Profile User Preferences Map It Preferences

Edit Preferences for ADMIN

AutoScreen Notification: Yes

Default My Assignment Sort: Date Work

Default My Assignment Sort Order: Ascending

Default number of records to display: 100

Recent Cases Tracked: No

Secondary My Assignment Sort: No

Secondary My Assignment Sort Order: Ascending

Turn Off Logout Confirmation: No

Turn Off Session Time Out Warning: No

Submit Cancel

The following COA on-line preferences can be changed and the options for each are listed in the Drop-down next to the option:

- Turn Off Logout Confirmation
- Turn Off Session Time Out Warning

Once the user has made the changes, select the [Submit] button to save the changes.



3.6 Map It Preferences

Users can create different preferences for the Map It application based on the type of info that is being loaded on the screen.

The screenshot shows the 'Map It Preferences' web application. At the top is a navigation bar with links: COA Cases, COA Reports, Tools, Data, Reports, Options, Help, and Log Out. Below this is a secondary bar with 'Update Profile', 'User Preferences', and 'Map It Preferences'. The 'Map It Preferences' section is active, displaying the title 'Map It Preferences' and a link 'Steps to Setup User Preferences in Map It'. A 'Load Map It Preference:' dropdown menu is set to 'Satellite' with a 'Load' button. Below this, 'Map Data Source' is set to 'Satellite' and 'Zoom Level' is set to '4 - Street'. A 'Layers:' section contains a list of map layers with expand/collapse icons: Airports, Heliports, Laser Operation Zones (with sub-items NR Cases and NRA Cases), OE Cases, OE Cases (MaL Overlay), Helicopter Routes, Controlled Airspaces, Local Zoning (with sub-items MVAs and MIAs), and Facilities (Points, Polygons). At the bottom, a 'Save Map It Preference(s) for Map It Launch Type(s):' section contains a grid of checkboxes for various launch types: OE Case, OE Project, NRA Case, NRA Project, NR Case, NR Project, Hypothetical Case, COA (checked), Airport, Laser Ground Configuration, Facility, and Laser Airborne Configuration. 'Submit' and 'Cancel' buttons are at the bottom.

To add/modify the Map It Preferences, follow the steps below. In addition, these same steps can be accessed on the screen by selecting the “Steps to Setup User Preferences in Map It” link.

1. Select a map type from Map Data Source to display as your default view when mapping.
2. Select a default zoom level to use when displaying maps.
3. Select Layer options to display on your map.
4. Place a check by the optional "Map It launch types" you would like to include in your personalized display.
Note: Only select options you use.
5. Save your personalized settings.
6. To edit preferences later, select Load Map preferences, make changes, and submit.

3.7 Exit the system



Upon receiving a logout request, a logout confirmation screen asks "Are you sure you want to log out?" Users have the option to confirm they want to log out of their current session; by selecting YES to return to the *Welcome* page or remain in their current session by selecting NO.



4 USING THE SYSTEM - UAS COA FUNCTIONS

4.1 New /Renew - UAS COA

A New /Renew - UAS COA link is available to COA users from their Portal page and the COA Cases Drop-down menu on the Tier-1 menu bar to add an online COA.

DoD Class G Notifications & DoD MOA Class D Notification links are available to Military COA users from their Portal page and from the DoD Class G Notifications and DoD MOA Class D Notifications Drop-down menus on the Tier-1 menu bar.

4.2 Search Screen

1. From the Tier-1 menu bar (or via the **Portal Page**, select the applicable COA, DoD MOA Class D Notification or DoD, NASA, NOAA, DOI or FBI Class G Notification, **Case Search** screen to search cases based upon several unique attributes, including:

- ASN
- Status
- Aircraft Type and Model
- Aircraft Equipment Suffix
- Sponsor
- Attention of
- Sponsor's City
- Sponsor's State
- Point of Contact
- Point of Contact's City
- Point of Contact's State
- Departure Specific Loc ID and a Radius
- Departure Specific Location by Coordinates and a Radius
- Arrival Specific Loc ID and a Radius
- Arrival Specific Location by Coordinates and a Radius



Please enter at least one field to perform a search for UAS COA Case.

ASN: <input type="text"/> - <input type="text"/> - <input type="text"/> - COA	Aircraft Type and Model: <input type="text"/>
Status: <input type="text"/>	Aircraft Equipment Suffix: <input type="text"/>
Phase: <input type="text"/>	COA Type: <input checked="" type="radio"/> All <input type="radio"/> Regular <input type="radio"/> Renewed <input type="radio"/> Test Site
Sponsor	Point of Contact
Sponsor: <input type="text"/>	Point of Contact: <input type="text"/>
Attention of: <input type="text"/>	City: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>
State: <input type="text"/>	

Search For: ☒ Departure ☐ Arrival

You may search about (center point):

☒ A specific Loc ID:

☐ A specific location: Latitude: - - N NAD 83
Longitude: - - W

Search radius: Nautical miles

Figure 4-1: COA Search Screen

Please enter at least one field to perform a search for MOA Case.

ASN: <input type="text"/> - <input type="text"/> - <input type="text"/> - MOA	Aircraft Type and Model: <input type="text"/>
Status: <input type="text"/>	Aircraft Equipment Suffix: <input type="text"/>
Phase: <input type="text"/>	
Sponsor	Point of Contact
Sponsor: <input type="text"/>	Point of Contact: <input type="text"/>
Attention of: <input type="text"/>	City: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>
State: <input type="text"/>	

Search For: ☒ Departure ☐ Arrival

You may search about (center point):

☒ A specific Loc ID:

☐ A specific location: Latitude: - - N NAD 83
Longitude: - - W

Search radius: Nautical miles

Figure 4-2: DoD MOA Class D Notifications Search Screen



Please enter at least one field to perform a search for DoD Notification.

ASN: - - - DoD Type Of Unmanned Aircraft:
Status:

Sponsor

Sponsor:
Attention of:
City:
State:

You may search about (center point): **Search radius:**

Latitude: - - N NAD 83
Longitude: - - W Nautical miles

Figure 4-3: DoD Class G Notification Search Screen

Please enter at least one field to perform a search for NASA Notification.

ASN: - - - NASA Type Of Unmanned Aircraft:
Status:

Sponsor

Sponsor:
Attention of:
City:
State:

You may search about (center point): **Search radius:**

Latitude: - - N NAD 83
Longitude: - - W Nautical miles

Figure 4-4: NASA Class G Notifications Search Screen



Please enter at least one field to perform a search for NOAA Notification.

ASN: - - - NOAA Type Of Unmanned Aircraft:

Status:

Sponsor

Sponsor:

Attention of:

City:

State:

You may search about (center point): Search radius: Nautical miles

Latitude: - - N NAD 83

Longitude: - - W

Figure 4-5: NOAA Class G Notification Search Screen

Please enter at least one field to perform a search for FBI Notification.

ASN: - - - FBI Type Of Unmanned Aircraft:

Status:

Sponsor

Sponsor:

Attention of:

City:

State:

You may search about (center point): Search radius: Nautical miles

Latitude: - - N NAD 83

Longitude: - - W

Figure 4-6: DOI Class G Notification Search Screen



Please enter at least one field to perform a search for FBI Notification.

ASN: - - - FBI Type Of Unmanned Aircraft:

Status:

Sponsor

Sponsor:

Attention of:

City:

State:

You may search about (center point): Search radius:

Latitude: - - N NAD 83 Nautical miles

Longitude: - - W

Figure 4-67: FBI Class G Notification Search Screen

1. Fill in the 'Case Study Number' (ASN); other information fields can be used to search as well. When searching for a Test Site COA the suffix is not required; the system identifies and displays the case with its identifiable suffix; such as 2015-CSA-10-COA-TS or 2015-CSA-20-COA-R-TS.
2. Select the **[Search]** button.
3. The results will be shown below the search fields.
4. Once the results are shown then select the **[ASN]** as highlighted. This will open the *Preview Case* screen of the existing selected case.

4.3 COA Types

Users wishing to view UAS COA cases assigned in their division and AOR can select the applicable permission based links.



COA Cases	DoD Class G Notifications	DoD MOA Class D Notifications
Draft	Draft	Draft
Pending		Pending
Active	Active	Active
Archived	Archived	Archived
New/Renew COA	New DoD	New MOA
My Assignments	My Assignments	My Assignments

NASA Class G Notifications	NOAA Class G Notifications	DOI Class G Notifications
Draft	Draft	Draft
Active	Active	Active
Archived	Archived	Archived
New NASA	New NOAA	New DOI
My Assignments	My Assignments	My Assignments

FBI Class G Notifications
Draft
Active
Archived
New FBI
My Assignments

These links display the following case record information:

- [ASN \(link into COA case\)](#)
- [Created By](#)
- [Division](#)
- [City](#)
- [State](#)
- [Dated Submitted](#)
- [Status](#)
- [Phase](#)



4.4 Enter / Edit UAS COA

4.4.1 Draft

COA Cases	COA Reports	Tools	Data	Reports	Options	Help	Log Out
-----------	-------------	-------	------	---------	---------	------	---------

Click the button below to enter a New UAS COA Case.
Note: A draft UAS COA case will be created and saved upon clicking the "Enter UAS COA Case" button.

ENTER NEW UAS COA CASE

OR

Click the button below to renew Existing UAS COA Case.

RENEW UAS COA CASE

OR

Select a UAS COA Draft to edit.

COA Cases - Draft

3 Records found, displaying all Records.
Page: 1 of 1

ASN	Created By	Division	City	State	Date Entered	Status
Draft # 2569	Kevin Kochersberger	COA-Universities	Blacksburg	VA	08/11/2011	DRAFT
Draft # 2524	Kevin Kochersberger	COA-Universities	Blacksburg	VA	07/07/2011	DRAFT
Draft # 2468	Kevin Kochersberger	COA-Universities	Blacksburg	VA	06/01/2011	DRAFT

3 Records found, displaying all Records.
Page: 1 of 1

The sections of a COA:

UAS COA Case
Draft #: 2919 Case Status: DRAFT Submitted: 03/24/2012
Proponent Information
Point of Contact Information
Operational Description
System Description
Performance Characteristics
Airworthiness
Procedures
Avionics/Equipment
Lights
Spectrum Analysis Approval
ATC Communications
Electronic Surveillance/ Detection Capability
Visual Surveillance/ Detection Capability
Aircraft Performance Recording
Flight Operations Area/Plan
Flight Aircrew Qualifications
Special Circumstances
Preview Case
COA Status/Email History



4.5 Proponent Information

COA Divisions

* Select an existing COA Division:

Proponent Information

Select an existing Proponent:

or Create a new Proponent by filling out the form below.

* Sponsor:

* Attention Of:

* Address:

Address 2:

* City:

* State:

* Postal Code:

* Telephone:

DSN #:

Ext:

Fax:

* Email:

A user assigned COA Division drop-down menu is located on the Proponent Information screen. The drop-down list all divisions assigned within a user profile. It's located on the COA Cases > New/Renew – UAS COA screen; the starting screen for any COA type, except for Renewal. For Renewal the drop down is located on the renewal screen. The COA Divisions drop-down ensures that users with two or more divisions are able to select and create their COA(s) under the appropriate division.

The proponent information drop down menu is personalized according to the user division.



3.6.1 Proponent Information – Declarations

Standard COA

Declarations

- * a) ☐ Yes ☐ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.
- * b) ☐ Yes ☐ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.
- * c) ☐ Yes ☐ No The applicant is an entity of the US Armed Forces as described in 49 USC § 40102 (a)(4)(E) and certifies that all flights made under the authority requested will be conducted in accordance with the limits of the public aircraft statute including § 40125(c).
- * d) ☐ Yes ☐ No The applicant certifies that it is an entity of the federal government of the United States and that the operation will meet the requirements of 49 USC § 40102 (a)(4)(A) or (B).
- * e) ☐ Yes ☐ No The applicant certifies that it is an entity of a state government, a political subdivision of a state government, or another government entity described in 49 USC § 40102 (a)(4)(C). Such certification must be made in writing by the state attorney general or other state level entity qualified to make the determination and must be accepted by the FAA. Operation of leased aircraft must also meet the requirement of 49 USC § 40125 (a)(4)(D).
- * f) ☐ Yes ☐ No The applicant certifies that all flights made under the authority requested will be conducted in accordance with the limitations of public aircraft statute 49 USC § 40125, including the limitations on commercial purpose which prohibit reimbursement for flights.
- * g) ☐ Yes ☐ No The applicant acknowledges that: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 USC § 2331), imprisoned not more than 8 years or both (as defined in 18 USC § 1001, 3571).
- * h) ☐ Yes ☐ No Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

DoD MOA Class D Notifications

Declarations

- * a) ☐ Yes ☐ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.
- * b) ☐ Yes ☐ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.
- * c) ☐ Yes ☐ No Is this application in compliance with the provisions of the DoD/FAA MOA dated Sept 27, 2007 and the "ATC Procedures for DoD Non Joint Use Airfield with Associated Class D Airspace" dated Jan 23, 2009?
- * d) ☐ Yes ☐ No The applicant is an entity of the US Armed Forces as described in 49 USC § 40102 (a)(4)(E) and certifies that all flights made under the authority requested will be conducted in accordance with the limits of the public aircraft statute including § 40125(c).
- * e) ☐ Yes ☐ No The applicant acknowledges that: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 USC § 2331), imprisoned not more than 8 years or both (as defined in 18 USC § 1001, 3571).
- * f) ☐ Yes ☐ No Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

Class G Notifications

Declarations

- * a) ☐ Yes ☐ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.
- * b) ☐ Yes ☐ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.
- * c) ☐ Yes ☐ No Is this a Department of Defense notification of operations in Class "G" airspace in accordance with NASA/FAA Memorandum of Agreement.
- * d) ☐ Yes ☐ No NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 U.S. Code section 2331), imprisoned not more than 8 years, or both (18 U.S. Code Secs. 1001, 3571).
- * e) ☐ Yes ☐ No Any information that you upload to this website is bound by FOIA and may be releasable. If you do not consent to the release of your information you must contact us for further guidance.



COA Renewal (1st screen)

Declaration

A. ☐ Yes ☐ No Is this application a renewal of an Active COA with no requested changes?

B. ☐ Yes ☐ No Is the Airworthiness statement valid for the entire requested renewal period?

C. ☐ Yes ☐ No Is all monthly operational reporting on the COA being renewed up to date?

D. ☐ Yes ☐ No Is there any accident/incident on the COA being renewed that has not been reported to the FAA?

E. ☐ Yes ☐ No NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 U.S. Code section 2331), imprisoned not more than 8 years, or both (18 U.S. Code Secs. 1001, 3571).

F. ☐ Yes ☐ No Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

- Proponents who do not select the appropriate radial buttons to qualify for COA Renewal will see a statement displayed stating "This COA does not meet the minimum criteria required for a renewal. Please submit a new COA application."
- Renewed COAs will be displayed as:
2010-ESA-xx-COA-R
2010-CSA-xx-COA-R
2010-WSA-xx-COA-R

COA Renewal (2nd screen)

Declarations

* a) ☒ Yes ☐ No The applicant declares it is a government or unit of government of the United States, a State, the District of Columbia, or a territory or possession of the United States, or a political subdivision of one of these governments.

* b) ☒ Yes ☐ No The applicant declares the operations described in this application meet the definition of public aircraft operations as defined in 14 C.F.R. Part 1.1.
Note: For guidance see Advisory Circular (AC) 00-1.1 Government Aircraft Operations.

* c) ☒ Yes ☐ No NOTICE: Whoever in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or who makes any false, fictitious, or fraudulent statements or representations, or entry, may be fined up to \$250,000 or imprisoned not more than 5 years, or if the offense involves international or domestic terrorism (as defined in 18 U.S. Code section 2331), imprisoned not more than 8 years, or both (18 U.S. Code Secs. 1001, 3571).

* d) ☒ Yes ☐ No Any information that is uploaded to this website is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

- COA-Rs are searchable
- There is no renewal capability for DoD Class G Notifications or DoD MOA Class D Notifications.

4.6 Enter/Edit UAS COA Draft

To add a new UAS COA case or edit a UAS COA Draft the following these steps:

1. Select one of the following from the Portal Page or Tier-1 menu bar:
 - New/Renew COA
 - New DoD, NASA, NOAA, DOI or FBI Class G Notifications.



- New DoD MOA class D Notifications

3. Determine if you need to:

- 1. Enter a New UAS COA Case. To enter a new case, select the **[Enter New UAS COA Case]** button.
- 2. Select a UAS COA Draft to Edit. To select a draft for editing, select the **Draft #** hyperlink.

Either selection will take the user to the *Proponent Organization* screen of the Enter/Edit UAS COA Draft (shown below).

NOTE: If a user chooses to edit UAS COA Draft, certain fields will be pre-populated with data previously entered by a user.

Proponent Organization

If the desired Proponent is not in the Sponsor Drop-down list, a proponent can be created by entering in the data.

The table below shows each of the fields that can be/must be entered on the *Add New Proponent Organization* screen. Items with a “*” are required.

NOTE: Once the case has been “Committed” the information cannot be changed.

Field	Comment
Sponsor: *	Cannot be blank
Attn of: *	Cannot be blank
Address: *	Cannot be blank
Address 2:	
City: *	Cannot be blank
State: *	Select from the Drop-down list.



Postal Code: *	Cannot be blank
Telephone: *	Cannot be blank
DSN #:	
Ext:	
Fax:	
E-mail: *	Cannot be blank

Table 4-1: Fields to be filled out

If the sponsoring organization already exists in the system, users may simply select the name of the proponent organization from the **Sponsor** drop-down list.
The table below shows each of the fields that can be/must be entered on the *Proponent Organization* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Field	Comment
Sponsor *	Select from the Drop-down list.

Table 4-2: Fields to be filled out

The table below lists the fields that are automatically supplied by the system.

Field	Comment
Sponsor	From saved sponsor information
Attn of: *	From saved sponsor information
Address: *	From saved sponsor information
Address 2:	From saved sponsor information if entered
City: *	From saved sponsor information
State: *	From saved sponsor information
Postal Code: *	From saved sponsor information
Telephone: *	From saved sponsor information
DSN #:	From saved sponsor information if entered
Ext:	From saved sponsor information if entered
Fax:	From saved sponsor information if entered
E-mail: *	From saved sponsor information

Table 4-3: Automatically completed fields

NOTE: It is recommended to save entered data after completing each section by selecting the **[Save as Draft]** button before moving on.
Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.



4.6.1 Point of Contact

The point of contact drop down menu is personalized according to the user division.

If the desired Point of Contact is not in the drop-down list, users can create one by choosing “select one” in the Point of Contact drop-down menu.

The table below shows each of the fields that can be/must be entered on the *Add New Point of Contact* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status only the email address can be changed.

The email address is editable; a "Save Email" button is displayed on committed COAs. Clicking the "Save Email" button will validate and save the new/updated POC email address. Any email notifications sent with a status change, will use the updated POC email address. This functionality applies to COA, COA-R and MOA types.

If the Point of Contact already exists in the system for the division, users may simply select the name of the Point of Contact from the **Point of Contact** Drop-down list.

The screenshot displays the 'UAS COA Case' interface. On the left is a sidebar menu with options like 'Proponent Information', 'Point of Contact Information', 'Operational Description', 'System Description', 'Performance Characteristics', 'Airworthiness', 'Procedures', 'Avionics/Equipment', 'Lights', 'Spectrum Analysis Approval', 'ATC Communications', 'Electronic Surveillance/Detection Capability', 'Visual Surveillance/Detection Capability', 'Aircraft Performance Recording', 'Flight Operations Area/Plan', 'Flight Aircrew Qualifications', 'Special Circumstances', 'Preview Case', 'COA Status/Email History', and 'Status Notes History'. The main area is titled 'Project' and contains the 'Point of Contact' form. This form includes a dropdown menu to 'Select an existing Point of Contact' or a prompt to 'Create a new Point of Contact by filling out the form below'. The form fields are: * Point of Contact (text), * Address (text), Address 2 (text), * City (text), * State (dropdown), * Postal Code (text), * Telephone (text), DSN # (text), Ext (text), Fax (text), and * Email (text). At the bottom of the form are buttons: CLONE THIS CASE, PREVIEW CASE, SAVE AS DRAFT, COMMIT CASE, CANCEL DRAFT, PRINT, DOWNLOAD, HAP UAS COA, HAP 3D, PREVIOUS, and NEXT.

The table below shows each of the fields that can be/must be entered on the *Point of Contact* screen. Items with a “*” are required.

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.2 Operations

Applicants can request Standard COA and Renewal COA operations for up to a two-year maximum.

Information regarding Operations is required for each case. See below for a sample of the form used for this section of the system.

The screenshot shows the 'UAS COA Case' form. The sidebar on the left contains a list of navigation links: Proponent Information, Point of Contact Information, Operational Description (highlighted), System Description, Performance Characteristics, Airworthiness, Procedures, Avionics/Equipment, Lights, Spectrum Analysis Approval, ATC Communications, Electronic Surveillance/Detection Capability, Visual Surveillance/Detection Capability, Aircraft Performance Recording, Flight Operations Area/Plan, Flight Aircrew Qualifications, Special Circumstances, Preview Case, COA Status/Email History, and Status Notes History. The main content area is titled 'Project' and contains the following sections:

- Operational Description**
 - *Request Effective Period**
 - *Beginning: [text input] [calendar icon]
 - *End: [text input] [calendar icon]
 - Approval Effective Period**
 - Start Date: [text input]
 - End Date: [text input]
 - Light Out Operation: ☐ Yes ☐ No
 - *VFR Operation: ☐ Yes ☐ No
 - *IFR Operation: ☐ Yes ☐ No
 - *Day Operation: ☐ Yes ☐ No
 - *Night Operation: ☐ Yes ☐ No
- Program Executive Summary:**
Briefly describe for FAA Executives overall Program objectives. [text area]
- Operational Summary:**
(Include only information not able to be provided elsewhere in the application. Example: "Operations of the Hunter UAS in Class "D" airspace at or below 3000 feet AGL. The operation will launch/recover to/from Wright AAF, transition to/from R-3005, then transition to W-157A, then return via same route." Include altitudes, times of flight, duration of flight, frequency of flight, etc... Provide any details that will explain what you intend to do during flight operations.") [text area]

The bottom toolbar contains the following buttons: CLONE THIS CASE, PREVIEW CASE, SAVE AS DRAFT, COMMIT CASE, CANCEL DRAFT, PRINT, DOWNLOAD, HAP UAS COA, HAP 3D, PREVIOUS, and NEXT.

The table below shows each of the fields that can be/must be entered on the *Operations* screen. Items with a "*" are required.

NOTE: Once the case has been moved to 'Committed' status the information cannot be changed.

Table 4-4: Fields to be filled out

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.3 System Description

In this section a description of the System Description is entered into the case record. See below for a sample of the *System Description* section.

Users can provide a description of the Aircraft system in one of two ways:

1. Select Aircraft Type and Model from the drop-down list provided. Administrators see the **COA Maintenance** section below for instructions on how to add or edit Aircraft Types.

OR

2. Attach external documents for each descriptor by selecting the paperclip next to the respective subject.

Description of Aircraft System:

If a user selects on the paperclip next to Description of Aircraft System a pop up window will open allowing the user to browse for the description document. See below:

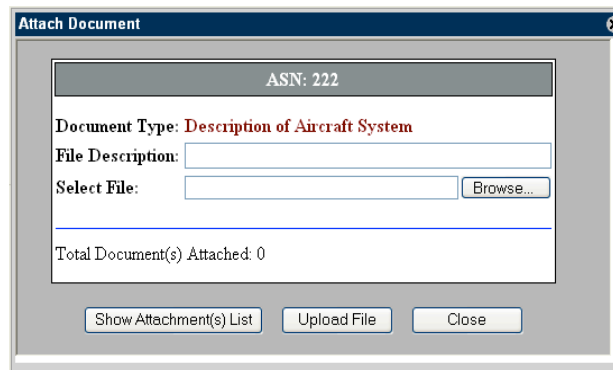


Figure 4-4: Attach Document Pop Up Window

1. Select the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

NOTE: Within any *Attach Document* window users can also view a listing of all documents that have been attached by selecting **[Show Attachment List]**. Once all files have been attached, select **[Close]**.

Control Station:

If a user selects the paperclip next to Control Station a pop up window will open allowing the user to browse for the description document. See below:

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Communication:

If a user selects the paperclip next to Communication a pop up window will open allowing the user to browse for the description document. See below:

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

List Certified Components (TSO):

If a user selects the paperclip next to List Certified Components (TSO) a pop up window will open allowing the user to browse for the description. See below:



1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Other:

If a user selects the paperclip next to Other, a pop up window will open, allowing the user to browse for the description document. See below:

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Once the Aircraft System data has been entered, select the **[Next]** button to move on to the next screen and continue with the data entry process.

The table below shows each of the fields that can be/must be entered on the *Aircraft System* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.

4.6.4 Performance Characteristics

Performance characteristics are recorded for each aircraft. See below for a sample of the *Performance Characteristics* section:

The screenshot displays the 'UAS COA Case' interface. On the left is a sidebar with a tree view containing links like 'Proposer Information', 'Point of Contact Information', 'Operational Description', 'System Description', 'Performance Characteristics' (which is highlighted), 'Airworthiness', 'Procedures', 'Avionics/Equipment', 'Lights', 'Spectrum Analysis Approval', 'ATC Communications', 'Electronic Surveillance', 'Detection Capability', 'Visual Surveillance', 'Detection Capability', 'Aircraft Performance Recording', 'Flight Operations Area/Plan', 'Flight Aircrew Qualifications', 'Special Circumstances', and 'Preview Case'. Below this is a section for 'COA Status/Email History' and 'Status Notes History'. The main content area is titled 'Performance Characteristics' and contains several input fields: 'Climb Rate* (Feet/Minute)', 'Descent Rate* (Feet/Minute)', 'Turn Rate* (Degrees/Second)', 'Cruise Speed (KIAS)*' with sub-fields for 'Maximum*' and 'Minimum*', 'Operating Altitudes*' with sub-fields for 'Maximum*' and 'Minimum*' each followed by 'MSL' and 'FL' checkboxes, 'Approach Speed (KTS) *', 'Gross Takeoff Wt (Lbs)*', and 'Launch/Recovery*' with a note '(Attach Description; Specify type/procedure)'. At the bottom of the form are buttons: 'CLOSE THIS CASE', 'PREVIOUS CASE', 'SAVE AS DRAFT', 'COMMIT CASE', 'CANCEL DRAFT', 'PRINT', 'DOWNLOAD', 'UAS COA', 'HAF 3D', 'PREVIOUS', and 'NEXT'.

Figure 4-5: Performance Characteristics



The table below shows each of the fields that can be/must be entered on the *Performance Characteristics* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Field	Comment	
Climb Rate (Feet/Minute): *	Max 99,999, cannot be blank	
Descent Rate (Feet/Minute): *	Max 99,999, cannot be blank	
Turn Rate (Degrees/Second): *	Max 359, cannot be blank	
Cruise Speed (KIAS): *	Maximum: *	Max 99,999, cannot be blank
Cruise Speed (KIAS): *	Minimum: *	Max 99,999, cannot be blank
Approach Speed (KTS): *	Max 99,999, cannot be blank	
Operating Altitudes: *	Maximum: MSL *	Max 99,999, cannot be blank
OR		
Operating Altitudes: *	Maximum: FL *	Max 999, cannot be blank
AND		
Operating Altitudes: *	Minimum: MSL *	Max 99,999, cannot be blank
OR		
Operating Altitudes: *	Minimum: FL *	Max 99,999, cannot be blank
Gross Takeoff Wt. (Lbs.): *	Max 999,999, cannot be blank	
Launch Recovery (Attach Description; Specify type/procedure): *	Attach Document	

Table 4-5: Fields to be filled out



4.6.5 Airworthiness

Users must indicate airworthiness in one of two ways:

- Enter an FAA Type Certificate – Type or paste text up to 3200 characters.
- Attach Statement – If there is no FAA Type Certificate users may attach another document (Public Aircraft Only).
 - Select the paperclip next to **Attach Statement**.
 - Choose **[Browse]** to search for and select document.
 - Select **[Upload]** to attach the document.

UAS COA Case

Draft #: 2595
Case Status: DRAFT
Submitted: 09/29/2011

Proponent Information
Point of Contact Information
Operational Description
System Description
Performance Characteristics
Airworthiness
Procedures
Avionics/Equipment
Lights
Spectrum Analysis Approval
ATC Communications
Electronic Surveillance/
Detection Capability
Visual Surveillance/
Detection Capability
Aircraft Performance Recording
Flight Operations Area/Plan
Flight Aircrew Qualifications
Special Circumstances
Preview Case

COA Status/Email History
Status Notes History

Project

Airworthiness

At least one response is required.

FAA Type Certificate

OR

If No FAA Certificate (Public Aircraft Only) Attach Statement (0)

Note: Clicking on the file attachment (paperclip icon) will result in the FAA Type Certificate's text area being disabled. To re-enable the FAA Type Certificate's text area: (only if there are no attachment(s) for *No FAA Certificate (Public Aircraft Only)*)

1. Navigate to another section.
2. Navigate back to Airworthiness section.

CLONE THIS CASE PREVIEW CASE SAVE AS DRAFT COMMIT CASE CANCEL DRAFT PRINT DOWNLOAD HAP UAS COA HAP 3D PREVIOUS NEXT

Figure 4-6: Airworthiness - Attachment

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.



4.6.6 Procedures

Users are able to attach documents for each procedure in the *Procedures* section. To attach a document, select the paperclip next to the respective procedure name. A pop up window will open allowing the user to search for and select the document to attach.

The screenshot displays the UAS COA Case interface. At the top, a navigation bar includes links for COA Cases, COA Reports, Tools, Data, Reports, Options, Help, and Log Out. The main content area is divided into two panels. The left panel, titled 'UAS COA Case', shows draft details (Draft #: 2595, Case Status: DRAFT, Submitted: 09/29/2011) and a list of sections: Proponent Information, Point of Contact Information, Operational Description, System Description, Performance Characteristics, Airworthiness, Procedures (highlighted), Avionics/Equipment, Lights, Spectrum Analysis Approval, ATC Communications, Electronic Surveillance/Detection Capability, Visual Surveillance/Detection Capability, Aircraft Performance Recording, Flight Operations Area/Plan, Flight Aircrew Qualifications, Special Circumstances, Preview Case, COA Status/Email History, and Status Notes History. The right panel, titled 'Project', features a 'Procedures' section with three items: '*Lost Link/Mission Procedures' (0 attachments), '*Lost Communications Procedures' (0 attachments), and '*Emergency Procedures' (0 attachments). Each item has a paperclip icon. At the bottom, a row of buttons includes CLONE THIS CASE, PREVIEW CASE, SAVE AS DRAFT, COMMIT CASE, CANCEL DRAFT, PRINT, DOWNLOAD, MAP UAS COA, MAP 3D, PREVIOUS, and NEXT.

Figure 4-7: Procedures

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.



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4.6.7 Avionics/Equipment

Users can provide information regarding Avionics/Equipment for the case. To view the suffix legend for the **Equipment Suffix Type** drop-down list, select the **[Suffix Legend]** hyperlink.

Figure 4-8: Avionics/Equipment

Suffix	Aircraft Equipment Suffixes
A	DME - Transponder with Mode C.
B	DME - Transponder with no Mode C.
C	RNAV - LORAN, VOR/DME, or INS, transponder with no Mode C.
D	DME - No Transponder.
E	ADVANCED RNAV - Flight Management System (FMS) with DME/DME and IRU position updating.
F	ADVANCED RNAV - FMS with DME/DME position updating.
G	ADVANCED RNAV - Global Navigation Satellite System (GNSS), including GPS or WAAS, with en route and terminal capability.
I	RNAV - LORAN, VOR/DME, or INS, transponder with Mode C.
J	/E with RVSM
K	/F with RVSM
L	/G with RVSM
M	TACAN - No Transponder.
N	TACAN - Transponder with no Mode C.
P	TACAN - Transponder with Mode C.
Q	/R with RVSM
R	ADVANCED RNAV - Required Navigational Performance. The aircraft meets the RNP type prescribed for the route segment(s), route (s) and/or area concerned.
T	No DME - Transponder with no Mode C.
U	No DME - Transponder with Mode C.
W	RVSM
X	No DME - No Transponder.
Y	RNAV - LORAN, VOR/DME, or INS, transponder with no Mode C.

Figure 4-9: Avionics/Equipment – Suffix Legend

The table below shows each of the fields that can be/must be entered on the *Avionics/Equipment* screen. Items with a “*” are required.



NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed. Users can select the [Next] button to move on to the next screen and continue with the data entry process.

4.6.8 Lights

Lighting equipment details are recorded for each aircraft. See below for a sample of the *Lights* section:

Figure 4-10: Lights

The screenshot shows the 'UAS COA Case' interface. On the left is a sidebar with a list of sections: Proponent Information, Point of Contact Information, Operational Description, System Description, Performance Characteristics, Airworthiness, Procedures, Avionics/Equipment, **Lights** (highlighted), Spectrum Analysis Approval, ATC Communications, Electronic Surveillance/ Detection Capability, Visual Surveillance/ Detection Capability, Aircraft Performance Recording, Flight Operations Area/Plan, Flight Aircrew Qualifications, Special Circumstances, Preview Case, COA Status/Email History, and Status Notes History. The main content area is titled 'Project' and contains the 'Lights' section. It lists four required items with radio buttons for 'Yes' and 'No':
* Landing ☐ Yes ☐ No
* Position/Navigation ☐ Yes ☐ No
* Anti-collision ☐ Yes ☐ No
* Infrared (IR) ☐ Yes ☐ No
At the bottom of the main area is a row of buttons: CLONE THIS CASE, PREVIEW CASE, SAVE AS DRAFT, COMMIT CASE, CANCEL DRAFT, PRINT, DOWNLOAD, HAP UAS COA, HAP 3D, PREVIOUS, and NEXT.

The table below shows each of the fields that can be/must be entered on the ‘Lights’ screen. Items with a “*” are required. Once the case has been moved to ‘Committed’ status the information cannot be changed.

Table 4-6: Fields To Be filled Out



4.6.9 Spectrum Analysis Approval

Spectrum analysis details are recorded for each case. See below for a sample of the *Spectrum Analysis Approval* screen:

UAS COA Case	Project
Draft #: 2595 Case Status: DRAFT Submitted: 09/29/2011	Spectrum Analysis Approval
<ul style="list-style-type: none">Proponent InformationPoint of Contact InformationOperational DescriptionSystem DescriptionPerformance CharacteristicsAirworthinessProceduresAvionics/EquipmentLightsSpectrum Analysis ApprovalATC CommunicationsElectronic Surveillance/	<ul style="list-style-type: none">* Data Link <input type="radio"/> Yes <input type="radio"/> No Attach Approval Document (If Necessary) (0)* Control Link(s) <input type="radio"/> Yes <input type="radio"/> No Attach Approval Document (If Necessary) (0)* Operations utilizing Radio <input type="radio"/> Yes <input type="radio"/> No Control (R/C) frequencies as described in Title 47 CFR 95NTIA/FCC Authorization (If Necessary) (0)

Figure 4-11: Spectrum Analysis Approval

The table below shows each of the fields that can be/must be entered on the *Spectrum Analysis Approval* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

To attach an approval document, users can select the paperclip next to Attach Approval Document (If Necessary). A pop up window will appear allowing the user to search for and upload a document.

1. Choose the **[Browse]** button to search for and select the file to be attached.
2. Select the **[Upload File]** button to attach the file to the case.

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.



4.6.10 ATC Communications

ATC Communications data is required for each case. See below for a sample of the *ATC Communications* view.

The screenshot displays the 'ATC Communications' screen within the iOE/AAA web application. The interface includes a top navigation bar with links like 'COA Cases', 'COA Reports', 'Tools', 'Data', 'Reports', 'Options', 'Help', and 'Log Out'. A sidebar on the left lists various case-related sections, with 'ATC Communications' currently selected. The main content area is titled 'ATC Communications' and contains several sections for data entry:

- Two-Way Voice Capability (Instantaneous):** Includes radio button options for 'Yes' and 'No' for VHF, UHF, and HF frequencies, along with a 'Quantity' dropdown menu.
- *Transmitter:** Similar to the Two-Way Voice section, with radio button options and a 'Quantity' dropdown.
- *Receiver:** Similar to the Two-Way Voice section, with radio button options and a 'Quantity' dropdown.
- *Guard (Emergency) Frequencies:** Includes radio button options and a 'Quantity' dropdown.

At the bottom of the screen, there is a section for 'Instantaneous Two-Way Voice Method' with radio button options for '*Direct To Pilot', '*SATCOM', and '*Relay via Aircraft'. Below this, a row of buttons includes 'CLONE THIS ONE', 'PREVIEW ONLY', 'SAVE AS DRAFT', 'COMMIT ONLY', 'CANCEL DRAFT', 'PRINT', 'DOWNLOAD', 'HNP UNIT COA', 'HNP 3D', 'PREVIOUS', and 'NEXT'.

Figure 4-12: ATC Communications

The table below shows each of the fields that can be/must be entered on the *ATC Communications* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.11 Electronic Surveillance/Detection Capability

Required Electronic Surveillance/Detection Capability information for each case is shown below:

Figure 4-13: Electronic Surveillance/Detection Capability

The table below shows each of the fields that can be/must be entered on the *Electronic Surveillance/Detection Capability* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.12 Visual Surveillance/Detection Capability

COA Cases COA Reports Tools Data Reports Options Help Log Out

UAS COA Case
Draft #: 2595
Case Status: DRAFT
Submitted: 09/29/2011

Project

Visual Surveillance/Detection Capability

Visual Observer(s)

- * Maximum Distance from UA: Vertical: Feet and Horizontal: Nautical Miles ▾
- * Airborne based (Chase Aircraft) ☐ Yes ☐ No
- * Ground based ☐ Yes ☐ No
- * Visual observation from one or more ground sites ☐ Yes ☐ No
- * Forward or side looking cameras ☐ Yes ☐ No

Attach description for all: (0)

CLONE THIS CASE PREVIEW CASE SAVE AS DRAFT COMMIT CASE CANCEL DRAFT PRINT DOWNLOAD MAP UAS COA MAP 3D PREVIOUS NEXT

Figure 4-14: Visual Surveillance/Detection Capability

The table below shows each of the fields that can be/must be entered on the *Visual Surveillance/Detection Capability* screen. Items with a “*” are required.

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.13 Aircraft Performance Recording

Users can enter Aircraft Performance Recording information using the form shown below:

The screenshot displays the UAS COA Case interface. At the top is a navigation bar with links: COA Cases, COA Reports, Tools, Data, Reports, Options, Help, and Log Out. The main content area is divided into two panels. The left panel, titled 'UAS COA Case', shows draft information (Draft #: 2595, Case Status: DRAFT, Submitted: 09/29/2011) and a list of case sections. The 'Aircraft Performance Recording' section is highlighted in blue. The right panel, titled 'Project', contains the 'Aircraft Performance Recording' form. This form has three required fields, each marked with a red asterisk: 'Flight Data Recording', 'Control Station Recording', and 'Voice Recording'. Each field has radio buttons for 'Yes' and 'No'. At the bottom of the interface is a row of buttons: CLONE THIS CASE, PREVIEW CASE, SAVE AS DRAFT, COMMIT CASE, CANCEL DRAFT, PRINT, DOWNLOAD, MAP UAS COA, MAP 3D, PREVIOUS, and NEXT.

UAS COA Case	Project
Draft #: 2595 Case Status: DRAFT Submitted: 09/29/2011	Aircraft Performance Recording
Proponent Information	* Flight Data Recording <input type="radio"/> Yes <input type="radio"/> No
Point of Contact Information	* Control Station Recording <input type="radio"/> Yes <input type="radio"/> No
Operational Description	* Voice Recording <input type="radio"/> Yes <input type="radio"/> No
System Description	
Performance Characteristics	
Airworthiness	
Procedures	
Avionics/Equipment	
Lights	
Spectrum Analysis Approval	
ATC Communications	
Electronic Surveillance/ Detection Capability	
Visual Surveillance/ Detection Capability	
Aircraft Performance Recording	
Flight Operations Area/Plan	
Flight Aircrew Qualifications	
Special Circumstances	
Preview Case	
COA Status/Email History	
Status Notes History	

CLONE THIS CASE PREVIEW CASE SAVE AS DRAFT COMMIT CASE CANCEL DRAFT PRINT DOWNLOAD MAP UAS COA MAP 3D PREVIOUS NEXT

Figure 4-15: Aircraft Performance Recording

The table below shows each of the fields that can be/must be entered on the *Aircraft Performance Recording* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.14 Flight Operations Area/Plan

The *Flight Operations Area/Plan* screen has several buttons which allow users to enter specific information regarding Departure, Arrival, Way Point, SUA and Special Operations.

Figure 4-16: Flight Operations Area/Plan

Choose a Flight Operations Area/Plan screen button to select which elements of the plan to enter.

Attach Map

Arrow Up

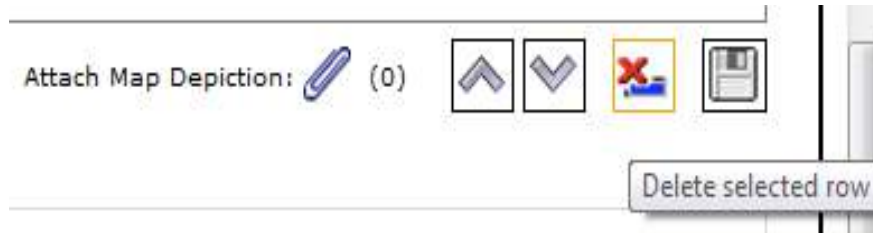


Arrow Down

Choose a Flight Operations Area/Plan screen button to select which elements of the plan to enter.



Delete Rows



Save Flt Ops Plan



Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.



4.6.14.1 Way Point

Draft #: 2595
Case Status: DRAFT
Submitted: 09/29/2011

Proponent Information
Point of Contact Information
Operational Description
System Description
Performance Characteristics
Airworthiness
Procedures
Avionics/Equipment
Lights
Spectrum Analysis Approval
ATC Communications
Electronic Surveillance/
Detection Capability
Visual Surveillance/
Detection Capability
Aircraft Performance
Recording
Flight Operations Area/Plan
Flight Aircrew Qualifications
Special Circumstances
Preview Case

COA Status/Email History
Status Notes History

Type	ID	Degree	Distance	Latitude	Longitude	Datum	MSL		Speed		Radius
							Floor	Ceil	Min	Max	

Add New: **WAY POINT** SUR USER DEFINED AREA

Attach Map Depiction: (0)

Way Point
Add a new Departure, Arrival, or WayPoint to the Flight Plans.

Select Type: ☒ Location Id OR ☐ Latitude/Longitude

Location ID:
Degree:
Distance: NM

MSL:
Ceiling:
Floor:
Radius: NM

Speed:
Max:
Min:

Add Clear Cancel

CLONE THIS CASE PREVIEW CASE SAVE AS DRAFT COMMIT CASE CANCEL DRAFT PRINT DOWNLOAD HAP UAS COA HAP 3D PREVIOUS NEXT

Figure 4-17a: Way Point (Location ID)

COA Cases COA Reports Tools Data Reports Options Help Log Out

UAS COA Case

Draft #: 2595
Case Status: DRAFT
Submitted: 09/29/2011

Proponent Information
Point of Contact Information
Operational Description
System Description
Performance Characteristics
Airworthiness
Procedures
Avionics/Equipment
Lights
Spectrum Analysis Approval
ATC Communications
Electronic Surveillance/
Detection Capability
Visual Surveillance/
Detection Capability
Aircraft Performance
Recording
Flight Operations Area/Plan
Flight Aircrew Qualifications
Special Circumstances
Preview Case

COA Status/Email History
Status Notes History

Type	ID	Degree	Distance	Latitude	Longitude	Datum	MSL		Speed		Radius
							Floor	Ceil	Min	Max	

Add New: **WAY POINT** SUR USER DEFINED AREA

Attach Map Depiction: (0)

Way Point
Select Type: ☐ Location Id OR ☒ Latitude/Longitude

Degrees- Minutes - Seconds

Latitude: - - N
Longitude: - - W
Datum: NAD83

MSL:
Ceiling:
Floor:
Radius: NM

Speed:
Max:
Min:

Add Clear Cancel

CLONE THIS CASE PREVIEW CASE SAVE AS DRAFT COMMIT CASE CANCEL DRAFT PRINT DOWNLOAD HAP UAS COA HAP 3D PREVIOUS NEXT

Figure 4-18b: Way Point (Lat/Long)



The table below shows each of the fields that can be/must be entered on the *Way Point* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

UAS COA Case	
Draft #:	2919
Case Status:	DRAFT
Submitted:	03/24/2012
Proponent Information	
Point of Contact Information	
Operational Description	
System Description	
Performance Characteristics	
Airworthiness	
Procedures	
Avionics/Equipment	
Lights	
Spectrum Analysis Approval	
ATC Communications	
Electronic Surveillance/ Detection Capability	
Visual Surveillance/ Detection Capability	
Aircraft Performance Recording	
Flight Operations Area/Plan	
Flight Aircrew Qualifications	
Special Circumstances	
Preview Case	
COA Status/Email History	



4.6.14.2 SUA

Figure 4-19: SUA

The table below shows each of the fields that can be/must be entered on the *SUA* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.



4.6.14.3 User Defined Area

Draft #: 2595
Case Status: DRAFT
Submitted: 09/29/2011

Proponent Information

Point of Contact Information

Operational Description

System Description

Performance Characteristics

Airworthiness

Procedures

Avionics/Equipment

Lights

Spectrum Analysis Approval

ATC Communications

Electronic Surveillance/
Detection Capability

Visual Surveillance/
Detection Capability

Aircraft Performance
Recording

Flight Operations Area/Plan

Flight Aircrew Qualifications

Special Circumstances

Preview Case

COA Status/Email History

Status Notes History

Type	ID	Degree	Distance	Latitude	Longitude	Datum	MSL		Speed		Radius
							Floor	Ceil	Min	Max	

Add New: WAY POINT SUA USER DEFINED AREA

Attach Map Depiction: (0)

User Defined Area

Add a new User Defined Area (UDA) to the Flight Plans.

Location ID	Degree	Distance	Latitude (Deg-Min-Sec)	Longitude (Deg-Min-Sec)	Datum (NAD)
-------------	--------	----------	---------------------------	----------------------------	----------------

Location ID: Add Row Delete Row

*User Defined Area ID:

Radius: NM

*MSL: Speed:

Ceiling Max

Floor Min

Add Cancel

CLONE THIS CASE PREVIEW CASE SAVE AS DRAFT COMMIT CASE CANCEL DRAFT PRINT DOWNLOAD HAP UAS COA HAP 3D PREVIOUS NEXT

Figure 4-20: User Defined Area

The table below shows each of the fields that can be/must be entered on the *Special Operations* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.

Then select the **[Add]** button. Choose **[Clear]** to remove all entered information or **[Cancel]** to abort section and return to *Flight Operations Area/Plan*.



Once all of the information for the Flight Operation Area/Plan has been entered, the user can Attach a Map or select individual elements (Departure, Arrival, etc.) and move them up or down using the Up and Down arrows . You may also delete a selected row or Submit the Flight Operations Area/Plan by selecting this icon .

Users can select the [Next] button to move on to the next screen and continue with the data entry process.

4.6.15 Flight Aircrew Qualifications

The screenshot displays the 'Flight Aircrew Qualifications' screen. The sidebar on the left contains the following links: UAS COA Case, Draft # 2596, Case Status: DRAFT, Submitted: 09/29/2011, Proponent Information, Point of Contact Information, Operational Description, System Description, Performance Characteristics, Airworthiness, Procedures, Avionics/Equipment, Lights, Spectrum Analysis, Approval, ATC Communications, Electronic Surveillance/Detection Capability, Visual Surveillance/Detection Capability, Aircraft Performance Recording, Flight Operations Area/Plan, **Flight Aircrew Qualifications**, Special Circumstances, Preview Case, COA Status/Email History, and Status Notes History. The main form area is titled 'Flight Aircrew Qualifications' and includes a 'Project' field. Below this is a section for 'FAA or DOD Equivalent (Indicate all that apply):' with two columns for 'Pilots' and 'Observers'. Each column has a list of qualifications with 'Yes' and 'No' radio buttons. The qualifications include: *Private (Written), *Private (Certified), *Instrument, *Commercial, *Air Transport, *Unique Trained Pilot, *Describe For Each, *DOD Certified/Trained, *Other Certified Training, *Trained on FAR Part 91 Requirement, *Medical Certification Class: (FAA or DOD equivalent) with checkboxes 1, 2, 3, *Currency Status: (Describe For Each), *Duty Time Restrictions, *Single UAS Control with 'Yes' and 'No' radio buttons, and a 'Provide Description' field. At the bottom, there is a section for 'If No, Provide Total Numbers of UAS Controlled' with input fields for Pilots and Observers. The bottom of the screen features a row of buttons: CANCEL THIS CASE, PREVIEW CASE, SAVE AS DRAFT, CORRECT CASE, CANCEL DRAFT, PRINT, DOWNLOAD, FWP UAS COA, and FWP 3D.

Figure 4-21: Flight Aircrew Qualifications

The table below shows each of the fields that can be/must be entered on the *Flight Aircrew Qualifications* screen. Items with a “*” are required.

NOTE: Once the case has been moved to ‘Committed’ status the information cannot be changed.

Users can select the [Next] button to move on to the next screen and continue with the data entry process.



4.6.16 Special Circumstances Screen

Users can enter special circumstances for the case using the form depicted below. Users may type or paste text only with a maximum of 3200 characters.

Figure 4-22: Adding Special Circumstances

Users can select the **[Next]** button to move on to the next screen and continue with the data entry process.



4.6.17 Preview Case

Before committing the case, users are able to preview the data. All entries completed by the user on the previous pages will be populated on this page. A red X indicates an error or omission that must be resolved before committing the case. A sample of the *Preview Case* screen is shown below:
Draft Case (not yet Committed to the FAA).

Print, Download, and MapIt 3D buttons are located at the bottom of case screens. The Print button will print the entire page not just the visible screen. The Download button downloads all of the case data into a comma separated value format, and all attached documents (optional) into a zip file. The MapIt 3D button will launch Google Earth (if installed) with your selected layers and plot the point on the map. Status Notes History is available to all users.

UAS COA Case	
Draft #:	2595
Case Status:	DRAFT
Submitted:	09/29/2011

Project	
UAS COA Draft #2595	
Proponent Information	
<input checked="" type="checkbox"/> Sponsor:	Unspecified
<input checked="" type="checkbox"/> Attn of:	Unspecified
<input checked="" type="checkbox"/> Address:	Unspecified
<input checked="" type="checkbox"/> Address 2:	
<input checked="" type="checkbox"/> City:	Unspecified
<input checked="" type="checkbox"/> State:	Unspecified
<input checked="" type="checkbox"/> Postal Code:	Unspecified
<input checked="" type="checkbox"/> Telephone:	Unspecified
<input checked="" type="checkbox"/> Email:	Unspecified
Declarations	
<input checked="" type="checkbox"/> Declaration (a)	Yes
<input checked="" type="checkbox"/> Declaration (b)	Yes
<input checked="" type="checkbox"/> Declaration (c)	Yes

Figure 4-23: Preview Case

If all of the information on the *Preview Case* page is correct and there are no red X's on the page the user can then choose the **[Commit Case]** button. Once the case has been moved to 'Committed' status the information cannot be changed.

UAS COA Case	
ASN #:	2012-WSA-63-COA
Case Status:	COMMITTED
Submitted:	06/25/2012

On the **Preview Case** screen, COA users can quickly view **approval (effective/expiration) or extension dates** under the UAS COA ASN number at the top of the **Preview Case** screen of the COA application. The most current approval or extension dates will be listed immediately beneath the COA number.



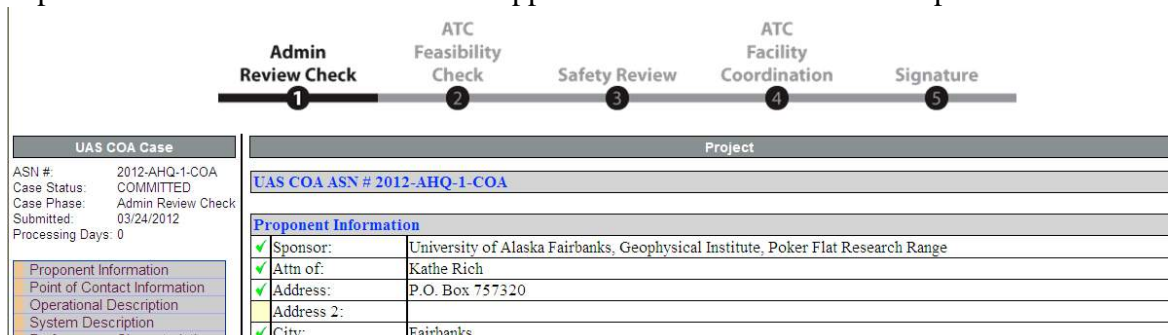
4.7 COA Application Process Flow

COA Application Process Flow

A graphical representation of Certificate of Authorization (COA) status is available to all COA users. This process visualization depicts the COA process flow, showing the five phases for a standard COA and DoD MOA Class D Notifications, or the four phases for Renewal COAs. The process graphic is displayed across the top of the COA application screen and serves as a depiction of where a COA application is in the authorization process. A graphical display is not applicable for DoD, NASA, NOAA, DOI or FBI Class G Notifications.

The process visualization depicts the COA process flow showing the five phases for a standard COA and DoD MOA Class D Notifications or the four phases for Renewal COAs.

The process graphic displays across the top of the COA application screen and serve as a depiction of where a committed COA application is in the authorization process.



Note: Graphical display is not applicable to DoD, NASA, NOAA, DOI or FBI Class G Notifications.

- The graphic depicts the COA, DoD MOA Class D Notifications or Renewal process with:
 1. Previous phase(s) already completed (if any)
 2. Current phase the COA is in
 3. Remaining phases to be completed for the COA to be approved.

As an Example, if a COA has already completed Phase 1, the graphic displays Phase 1 as completed (dark shade by Admin Review Check), Phase 2 as being the phase in progress (light shade), and Phases 3-5 (or 3-4 as applicable) still to be completed (medium shade).

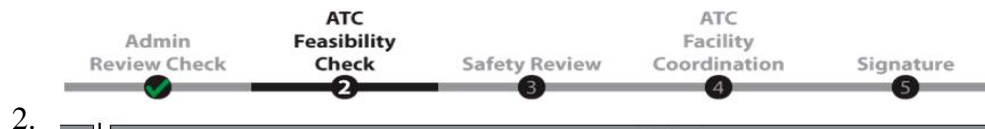


Five Phases of a “Standard” COA or DoD MOA Class D Notifications workflow

Admin Review Check



ATC Feasibility Check



Safety Review



ATC Facility Coordination



Signature



COA and DoD MOA Class D Notifications Phases Complete





Four Phases of COA Renewal

Admin Review Check



ATC Facility Coordination



Safety Review



Signature



Renewal Phases Complete





4.8 COA Reports

COA users have a section within the UAS COA Online for COA Reports. This section, COA Reports, is accessed via the portal page (COA Reports) and Tier 1 menu bar. The Tier-1 (blue) menu bar contains a drop-down to display the reports available. A user that has a COA division assigned can access the reports.

Three COA Report form templates are available under this COA Reports; Initial Accident, Initial Incident and Monthly Operational reports. All the fields in all of these forms are mandatory. Initial Accident and Initial Incident forms are expected to be submitted within 60 business days of an accident/incident. Monthly Operational form is expected to be filled with in 5 business days after end of reporting month. When a form is complete, an email report is sent to the user.

Active status COAs ('APPROVED', 'APPROVED_EXT', 'APPROVED_RESUMED') and COAs that expire or are cancelled plus 60 business days after the expiration or cancellation date can be submitted to FAA-ATO-HQ. Safety reports cannot be submitted for Suspended UAS COAs.

Based on COA number, COA On-Line auto-populates data into COA safety reports. A button is located next to the COA number field of each report type. With a COA number in the field, then clicking the button, the system will validate the COA Number and if valid - auto populates specific data from the entered COA number into the applicable safety report. Below are the data fields that can be populated with this feature:

- Incident and Accident reports:
 - COA Number
 - Proponent (sponsor name)
 - Aircraft
 - Contact
- Monthly Operational reports:
 - COA Number
 - Proponent (sponsor name)
 - Aircraft

The system-populated data shown above is editable.

Safety reports cannot be submitted with “Other” or Unspecified” used in the Type Aircraft field. The “System Information”, “Type Aircraft” field requires aircraft make/model /series.

Safety reports require the entry of the entire UAS COA Test Site ASN for quick identification in safety report email notifications (i.e. 2015-CSA-10-COA-TS or 2015-CSA-20-COA-R-TS).



The **Initial Accident** Report:

To be submitted within 60 business days of an accident

Date of Accident

Time of Accident

COA # (2015-CSA-12-COA)

Proponent (DHS/CBP; University of Arizona)

Contact

System Information

Type Aircraft:* (Make / Model / Series)

Aircraft Location at Time of Accident:*

General Location

Latitude

Longitude

Altitude

MSL/AGL

Ground Control Station Type

Ground Control Station Location at Time of Accident

General Flight/Mission Description

Flight # on Day of Accident

Flight Duration (total # of minutes in numeric)

Total Time/Number of Flights on Aircraft at Time of Accident

Flight Crew Information (Crew positions involved)

Flight Details

- Class of Airspace
- Phase of flight
- LRE / MCE Control: Line-of-Sight / Beyond Line-of-Sight
- ATC Communication: Line-of-Sight
- Purpose of flight
- VMC / IMC
- VFR / IFR
- Weather

Additional Info / Comments

Description of Accident

Damage and Fix Action

Damages and Injuries:*

Immediate Fix Action(s):*

Investigation Plan:*



The Initial Incident Report

To be submitted within 60 business days of an accident

Date of Accident

Time of Accident

COA # (2015-CSA-12-COA)

Proponent (DHS/CBP; University of Arizona)

Contact

System Information

Deviations from ATC clearance and/or Letters of Agreement/Procedures

Type of Deviation (Altitude increase / decrease, assigned routing deviation, etc. Also, include the magnitude of the deviation (# of feet).)

Description

Lost Control Link Events

Control Link Involved

- Line-of-Sight or Beyond Line-of-Sight
- Ku band, C-band, etc.
- Uplink, Downlink, Both

Description

Unusual Equipment Malfunctions

Description

Malfunction

- Navigation System Failures
- Aborted takeoff or landing due to system failure
- Takeoff or Landing damage to airframe
- Fires - aircraft or control station
- Control station - infrastructure failure
- Control station - Environmental system
- Control station - Electrical power
- Control station - Software lock-up
- Control station - Display failures
- Control station - Flight cont. sys failures
- Attitude, airspeed, altitude, heading indication
- Input devices; stick, mouse, Keyboard
- Engine failure in flight
- Engine shutdown in flight
- Engine overspeed or control failure
- Fuel system failure
- Electrical system failure



- Uncommanded landing gear extension or retraction
- Brake system failure
- Significant primary structural defect OR autogenous
- Structure requires major repair due to damage
- Major airframe cracks or deformation
- Abnormal vibration or buffeting
- Failure, malfunction or defect - endanger operation
- Other - Use description as above

Aircraft Collisions

Description (Include collision with other aircraft, persons, terrain / water, wildlife and other objects.)

Deviations from any provision contained in the COA

Description (Includes all other deviations from provisions in the COA not encompassed previously in this report.)

Damage and Fix Action

Damages and Injuries

Immediate Fix Action(s)

Long-term Action Plan

Additional Info / Comments



The **Monthly Operational** Report

Due within 5 business days after end of reporting month

Month/Year

COA # (2015-CSA-12-COA)

Proponent (DHS/CBP; University of Arizona)

Type Aircraft (Make / Model / Series)

Total Number of Flights Conducted

Total Aircraft Operational Hours

Total Ground Control Station Operational Hours (Include LRE operations)

For Each Flight:

Date

Flight Number (for that day)

- Aircraft Operational Hours
- GCS Operational Hours
- Pilot Duty Time per PIC

Example:

09/13/2011:

Flt. 1; 2.0hrs; 3.0hrs; 0.8hrs PIC1, 1.5hrs PIC2

Flt. 2; 4.0hrs; 5.0hrs; 1.8hrs PIC1, 2.7hrs PIC2

Flt. 3; 6.0hrs; 7.0hrs; 2.8hrs PIC1, 3.7hrs PIC2

Total # of Deviations from ATC instructions and/or Letters of Agreement / Procedures

Total # of Loss of Communication events (with either observer or ATC)

Total duration of Loss of Communication events (with either observer or ATC)

Total # of Lost Link events (per aircraft per flight)

- Control
- Aircraft performance
- Health monitoring
- Communications

Total duration of Lost Link events

Number and duration of Loss of Communication (with either observer or ATC)

- Lost Link Events
 - List the date
 - Event type
 - Duration for each event

Example:

09/13/2011; Lost Link; 1min 45sec

09/13/2011; Lost Link; 2min 11sec

09/27/2011; Loss of ATC Comm.; 44sec

Total # of Equipment Malfunctions

(Hardware/software affecting either the aircraft or the ground control station.)

Describe any other Operational / Coordination issues



4.9 Class G Notifications

COA process for DoD COA users: A specific section within the UAS COA Online system to allow the processing of DoD Class G Notifications. This section, "DoD Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "DoD Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, DoD users are able to navigate to create new Class G Notifications, Search - DoD Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "DoD Class G Notifications".

COA process for NASA COA users: A specific section within the UAS COA Online system to allow the processing of NASA Class G Notifications. This section, "NASA Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "NASA Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, NASA users are able to navigate to create new Class G Notifications, Search - NASA Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "NASA Class G Notifications".

COA process for NOAA COA users: A specific section within the UAS COA Online system to allow the processing of NOAA Class G Notifications. This section, "NOAA Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "NOAA Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, NOAA users are able to navigate to create new Class G Notifications, Search - NOAA Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "NOAA Class G Notifications".

COA process for DOI COA users: A specific section within the UAS COA Online system to allow the processing of DOI Class G Notifications. This section, "DOI Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-down labeled "Notifications" to display "DOI Class G Notifications" in Draft, Active and Archived status. Via the links in the "Notifications" drop-down, DOI users are able to navigate to create new Class G Notifications, Search - DOI Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under "DOI Class G Notifications".

COA process for FBI COA users: A specific section within the UAS COA Online system to allow the processing of FBI Class G Notifications. This section, "FBI Class G Notifications", is accessed via the Portal page and tier-1 menu bar. The tier-1 (blue) menu bar contains a drop-



down labeled “Notifications” to display “FBI Class G Notifications” in Draft, Active and Archived status. Via the links in the “Notifications” drop-down, FBI users are able to navigate to create new Class G Notifications, Search - FBI Class G Notifications or move to their My Assignment (Assigned Work) screen. Additional (redundant) links are available on the portal page under “FBI Class G Notifications”.

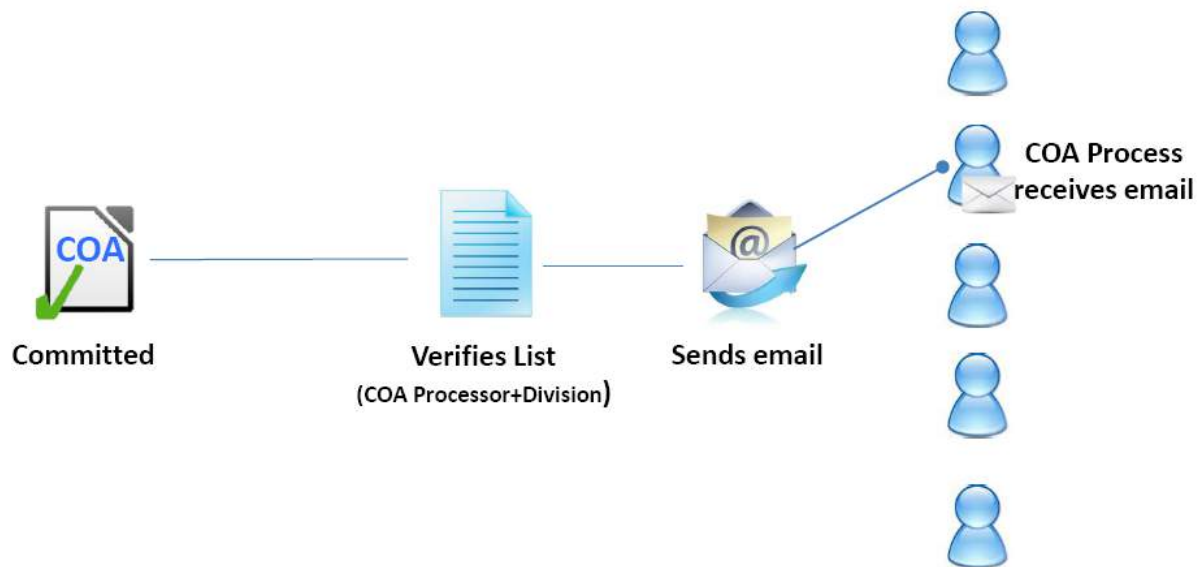


4.10 FAA-ATO-HQ Functions

4.10.1 COA Case Assignment to COA processors (FAA-ATO-HQ)

When a COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications case is Committed, the case is assign to the appropriate COA processor and displayed on the processor's COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications Cases – My Assignment (Assigned Work) screen for review.

Automation Process for COA Assignments



The COA On-Line system sends an email notification to the applicable COA processor informing that they've been assigned a COA.

Note: Authorized FAA-ATO-HQ users have the permission to manually reassign COAs to other processors as applicable. There's no manual functionality to reassign Class D or G Notifications.

COA Case Assignment - From the COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications – My Assignment screens, COA processors (FAA-



ATO-HQ) can view all cases requiring their attention and more efficiently manage their workflow. COA processors can filter assigned work by division using the “Division” drop-down located on “My Assignment screens.

User Assignment Screen for COA Processors.

COA Cases - My Assignments DOWNLOAD SELECTED COA CASE

Division: All

3 Records found, displaying all Records.
Page: 1 of 1

Zip	ASN	Created By	Division	City	State	Date Submitted	Status	Phase
<input type="checkbox"/>	2014-WSA-36-COA	Jeremy Valencia	COA-Universities-Cochise	Douglas	AZ	03/18/2014	Recommitted	ATC Feasibility Check
<input type="checkbox"/>	2014-WSA-34-COA-R	Kathe Rich	COA-Universities-Alaska	Fairbanks	AK	03/13/2014	Recommitted	ATC Facility Coordination
<input type="checkbox"/>	2014-WSA-32-COA	Kathe Rich	COA-Universities-Alaska	Fairbanks	AK	03/07/2014	Validated	Safety Review

3 Records found, displaying all Records.
Page: 1 of 1

Export options: [CSV](#)

User Assignment Screen for DoD MOA Class D Notifications Processors.

MOA Class D - My Assignments

2 Records found, displaying all Records.
Page: 1 of 1

Case No.	Created By	Division	City	State	Date Submitted	Status	Phase
2012-ESA-3-MOA	Patrick V. Porterfield	COA-AFMC	NAS Whiting Field	FL	05/03/2012	VALIDATED	Safety Review
2012-ESA-1-MOA	Alan J. Tew	COA-SOCOM	Fort Benning (Columbus)	GA	04/05/2012	CANCEL_CASE	ATC Facility Coordination

2 Records found, displaying all Records.
Page: 1 of 1

Export options: [CSV](#)

User Assignment Screen for DoD, NASA, NOAA, DOI or FBI Class G Notifications Processors.

DoD Cases - My Assignments

One Record found.
Page: 1 of 1

Case No.	Created By	Division	City	State	Date Submitted	Status
2011-WSA-5-DoD	Jeff Hancock	COA-NAVY-USMC	Bridgeport	CA	10/26/2011	SUBMITTED

One Record found.
Page: 1 of 1

Export options: [CSV](#)

The My Assignment screens are viewable only by the applicable assigned processor within FAA-ATO-HQ. The My Assignment screen is not visible to non FAA-ATO-HQ users.



The COA Cases – My Assignment screen displays the following data fields:

- Zip Case Checkbox (COA only)
- ASN Case Number
- Created By (Processor)
- COA Division
- City
- State
- Date Submitted
- Status
- Phase (COA & DoD MOA Class D Notification only)

The screen has two export options:

- Export case data into a zip file; download selected COA case (COA only).
- Export option CSV – export COA Cases – My Assignment screen list to CSV format (COA, DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications).

COA /DoD MOA Class D Notifications Status/Email History, DoD, NASA, NOAA, DOI or FBI Class G Notifications Status History / screens streamline the display of COA information for processors.

Project				
COA Status History				
Changed Date	Status	Phase	Notes	Changed By
08/28/2015	Approved	Completed		Joseph Maibach
08/26/2015	Validated	Signature	Signature -	Joseph Maibach
07/23/2015	Validated	ATC Facility Coordination	ATC Facility Coordination -	Joseph Maibach
07/20/2015	Validated	Safety Review	Safety Review -	Joseph Maibach
07/17/2015	Recommitted	ATC Feasibility Check		brad stinson
07/17/2015	Reviewed/Released	ATC Feasibility Check	Released per request of the proponent.	Joseph Maibach
07/16/2015	Recommitted	ATC Feasibility Check	ATC Feasibility Check -	Joseph Maibach
07/15/2015	Recommitted	Admin Review Check		brad stinson
07/08/2015	Reviewed/Released	Admin Review Check	1 - Have you had this aircraft registered? If so, please include the tail number in the application under the "aircraft registration" section under System Description. 2 - In the lost link attachment, it appears you copied language out of an existing COA...do you have a COA on file that I can review? You also included a lot of coordination information; information that is usually obtained in subsequent phases of the COA process. Is this COA a clone of another? 3 - The altitude you are requesting (1,200' AGL) requires a certificated PIC. Can you supply one for your operation? If so, please change the "Private (certified)" block for pilots under the Flight Aircrew Qualifications section to "yes". If not, you will be restricted to 400' AGL and below. 4 - The currency requirements in the Flight Aircrew Qualifications section pertains to 14 CFR 61.57. Please update these blocks to show compliance with that regulation.	Joseph Maibach
07/08/2015	Committed	Admin Review Check		Gus Fadel
View Attached Status Document:				
• FAA Form 7711-1 2015-ESA-128 US Dept of Energy-Oak Ridge Natl Lab (Laika) Oak Ridge, TN.pdf				
COA Email History				
Date Sent	View Email	Subject Line	From User	
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doe.gov	
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doe.gov	



The **Status History** section of the Status/Email screen contain:

- Change Date (Status and Phase)
- Status (Current)
- Phase (Current)
- Notes
- Changed By (COA Processor)

COA / DoD MOA Class D Notifications **Email History**, DoD, NASA, NOAA, DOI or FBI Class G Notifications **Status History** screen.

COA Email History

Date Sent	View Email	Subject Line	From User
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doc.gov
07/08/2015 10:28:17 AM	View Email	COA Status Update	FadelG@oro.doc.gov

All COA On-Line **e-mail notifications** include sending email notifications, approvals, approval extensions and cancellation email notifications for COA, DoD MOA Class D Notifications and DoD, NASA, NOAA, DOI or FBI Class G Notifications. These emails are saved and viewable in the **COA Email History** section of the **COA Status/Email History** screen.

The **Email History** section of the Status/Email screen contains:

- Date Sent
- View Email
- Subject Line
- From User

Case management functionality allows FAA-ATO-HQ users the ability to **add notes** to the history section of a COA without having to select a case management action. COA processors also have the ability to add notes/remarks when changing COA status.

On the UAS COA Case Management screen, HQ FAA users can add Approval dates and may attach PDF and Word documents to the selected COA Case.



Project

Case Management

Action: Admin Action:

Approval Dates

Start Date	End Date
05/04/2018	08/22/2018

From To

Remarks/Notes:

Attach Status Document: (0)

UAS COA Cases that have passed all effective Approval dates will Auto-archive. Their status will become expired the day following the last Approved Date and can be found under the COA Cases - Archived page.

- Email Notifications are sent to all COA processors regarding cases in their Divisions.
- The Area Of Responsibility (AOR) permission(s) of COA users can be further defined by County Assignments.
- Approval/Disapproved e-mail notifications are generated and sent to COA processors regarding cases in their AOR.
- Email notification to COA proponents concerning renewal/replacement COAs.
- Email for DoD, NASA, NOAA, DOI or FBI Class G (operational Reporting) notifications.
- Email notifications are sent to proponents for: Administrative checks:

ATC Feasibility Check
ATC Facility Coordination

- A Business Day Counter to track the number of days COA cases are in the on-line COA system. The counter starts day number one (1) on the following business day after a COA Draft is Committed and a COA ASN is assigned.



COA Application

Process Flow

“Standard” COA and DoD MOA Class G Notifications

Draft

UAS COA Case	
Draft #:	2922
Case Status:	DRAFT
Submitted:	03/24/2012

- Complete the Certificate of Authorization
- Submit the Certificate of Authorization to the FAA

UAS COA Case	Project
Draft #: 3112 Case Status: DRAFT Submitted: 06/25/2012 Previous COA: 2011-WSA-125-COA	
<ul style="list-style-type: none">Proponent InformationPoint of Contact InformationOperational DescriptionSystem DescriptionPerformance CharacteristicsAirworthinessProceduresAvionics/EquipmentLightsSpectrum Analysis ApprovalATC CommunicationsElectronic Surveillance/ Detection CapabilityVisual Surveillance/ Detection Capability	<div>Case has been committed.</div> <div>OK</div>

Commit

UAS COA Case	
ASN #:	2012-WSA-63-COA
Case Status:	COMMITTED
Case Phase:	Admin Review Check
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas



UAS COA Case

ASN #: 2012-WSA-63-COA
Case Status: COMMITTED
Case Phase: ATC Feasibility Check
Submitted: 06/25/2012
Processing Days: 0
Processor: Rolando Caparas

UAS COA Case

ASN #: 2012-WSA-63-COA
Case Status: VALIDATED
Case Phase: Safety Review
Submitted: 06/25/2012
Validated: 06/25/2012
Processing Days: 0
Processor: Rolando Caparas

UAS COA Case

ASN #: 2012-WSA-63-COA
Case Status: VALIDATED
Case Phase: ATC Facility Coordination
Submitted: 06/25/2012
Validated: 06/25/2012
Processing Days: 0
Processor: Rolando Caparas

UAS COA Case

ASN #: 2012-WSA-63-COA
Case Status: VALIDATED
Case Phase: Signature
Submitted: 06/25/2012
Validated: 06/25/2012
Processing Days: 0
Processor: Rolando Caparas



UAS COA Case	
ASN #:	2012-WSA-63-COA
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

UAS COA Case	
ASN #:	2012-WSA-63-COA
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

Project
UAS COA ASN # 2012-WSA-63-COA
Approval Dates: 06/25/2012 - 06/27/2012
Proponent Information

- On the **Preview Case** screen, COA users can quickly view **approval (effective/expiration) or extension dates** under the UAS COA / DoD MOA Class D Notifications or DoD, NASA, NOAA, DOI or FBI Class G Notifications ASN (case) number at the top of the **Preview Case screen** of the COA application.

UAS COA Case	
ASN #:	2012-WSA-63-COA
Case Status:	APPROVED_EXT
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Processor:	Rolando Caparas

Project
UAS COA ASN # 2012-WSA-63-COA
Approval Dates: 07/26/2012 - 08/23/2012
Approval Dates: 06/25/2012 - 06/27/2012

- On the **Preview Case** screen, the most current approval or extension dates will be listed immediately beneath the COA number



COA Renewal

Draft

UAS COA Case	
Draft #:	3112
Case Status:	DRAFT
Submitted:	06/25/2012
Previous COA:	2011-WSA-125-COA

- Complete the Renewal Certificate of Authorization
- Submit the Renewal Certificate of Authorization to the FAA

Committed

UAS COA Case	
ASN #:	2012-AHQ-11-COA-R
Case Status:	COMMITTED
Case Phase:	Admin Review Check
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case	
ASN #:	2012-AHQ-3-COA-R
Case Status:	COMMITTED
Case Phase:	Admin Review Check
Submitted:	03/24/2012
Processing Days:	0
Previous COA:	2011-ESA-7-COA



UAS COA Case	
ASN #:	2012-AHQ-11-COA-R
Case Status:	COMMITTED
Case Phase:	ATC Facility Coordination
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case	
ASN #:	2012-AHQ-11-COA-R
Case Status:	VALIDATED
Case Phase:	Safety Review
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case	
ASN #:	2012-AHQ-11-COA-R
Case Status:	VALIDATED
Case Phase:	Signature
Submitted:	06/25/2012
Validated:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case	
ASN #:	2012-AHQ-11-COA-R
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

UAS COA Case	
ASN #:	2012-AHQ-11-COA-R
Case Status:	APPROVED
Case Phase:	Completed
Submitted:	06/25/2012
Processing Days:	0
Previous COA:	2011-WSA-125-COA
Processor:	Ardyth Williams

Project
UAS COA ASN # 2012-AHQ-11-COA-R
Approval Dates: 06/26/2012 - 06/28/2012
Proponent Information



- On the **Preview Case** screen, COA users can quickly view **approval (effective/expiration) or extension dates** under the UAS COA / DoD MOA Class G Notification ASN (case) number at the top of the **Preview Case** screen of the COA application.

UAS COA Case	Project
ASN #: 2012-AHQ-11-COA-R	UAS COA ASN # 2012-AHQ-11-COA-R
Case Status: APPROVED_EXT	Approval Dates: 06/29/2012 - 08/10/2012
Case Phase: Completed	Approval Dates: 06/26/2012 - 06/28/2012
Submitted: 06/25/2012	
Processing Days: 0	
Previous COA: 2011-WSA-125-COA	
Processor: Ardyth Williams	
Proponent Information	

- On the **Preview Case** screen, the most current approval or extension dates will be listed immediately beneath the COA number.

4.10.2 Creating a New Aircraft Type / Edit Existing Aircraft Type:

Users may add or edit Aircraft information if the Aircraft Type is not listed in the Drop-down list or Existing Aircraft characteristics need to be edited by following the steps below:

- Select **UAS COA Maintenance** from the **Options** drop-down on the main menu.

The screenshot shows the 'UAS COA Case' screen. On the left is a sidebar with a tree view containing items like 'Proponent Information', 'Point of Contact Information', 'Operations', 'Aircraft System', 'Performance Characteristics', 'Airworthiness', 'Procedures', 'Avionics/Equipment', 'Lights', 'Spectrum Analysis Approval', 'ATC Communications', 'Electronic Surveillance/Detection Capability', 'Visual Surveillance/Detection Capability', 'Aircraft Performance Recording', 'Flight Operations Area/Plan', 'Flight Aircrew Qualifications', 'Special Circumstances', and 'Preview Case'. The main area is titled 'Aircraft System' and contains a dropdown menu for 'Select Aircraft Type and Model:' with '-Select One-' selected. Below this is an 'OR' section and an 'Attach Description Of Aircraft System:' field. Further down are sections for '*Control Station:', '*Communication:', '*List Certified Components (TSO)', and 'Other:'. At the bottom are buttons for 'Preview Case', 'Save As Draft', 'Print', 'Previous', and 'Next'. A red arrow points to the 'Options' menu in the top navigation bar, which is open and shows 'UAS COA Maintenance' as the selected option.

Figure 4-24: Creating a New Aircraft Type or Editing an Existing One



5. Select **UAS COA: Aircraft Type and Model** from the UAS COA Maintenance Menu.

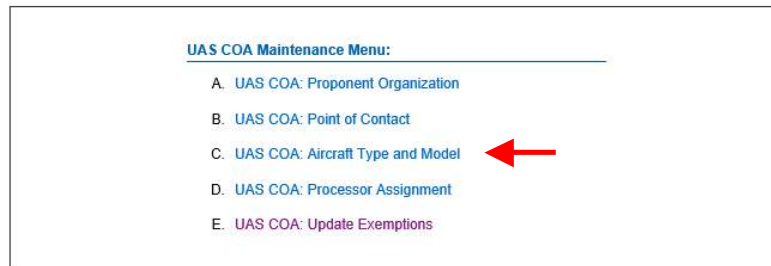


Figure 4-25: UAS COA Maintenance Menu

6. Complete all fields in the *Create New Aircraft Type/Select Existing One* screen.
- If editing an existing aircraft:
 - Select the aircraft from the drop-down list.
 - Edit fields.
 - Select [**Update**] button to complete the update.

Figure 4-26: Create New Aircraft Type /Select Existing One



Find: OE UAS COA Case Tools Options Help Log Out

Update Aircraft Type

Select Aircraft:

Aircraft Type:

Aircraft Model:

Climb Rate From: Climb Rate To:

Descent Rate From: Descent Rate To:

Turn Rate From: Turn Rate To:

Approach Speed From: Approach Speed To:

Min Cruise Speed: Max Cruise Speed:

Min Altitude MSL: Max Altitude MSL:

Gross Takeoff Weight:

Figure 4-27: Update Aircraft Type

- b. If adding a new aircraft:
- Select **[Create New Aircraft Type]**.
 - Complete form.
 - Select the **[Add]** button to complete the update.

Find: OE UAS COA Case Tools Options Help Log Out

Create New Aircraft Type / Select Existing One

Select Aircraft:

Aircraft Type:

Aircraft Model:

Climb Rate From: Climb Rate To:

Descent Rate From: Descent Rate To:

Turn Rate From: Turn Rate To:

Approach Speed From: Approach Speed To:

Min Cruise Speed: Max Cruise Speed:

Min Altitude MSL: Max Altitude MSL:

Gross Takeoff Weight:

Figure 4-28: Add New Aircraft Type



Figure 4-29: Add New Aircraft Type Form

- Return to the draft by selecting on **Enter/Edit UAS COA Draft** under **OE/NRA/UAS COA Case** on the main menu.

Figure 4-30: Return to Draft

- Users must select the draft they were previously working on from the list and select the **Draft #** hyperlink for further editing.
- Select **Aircraft System** to return to that section and choose the **Aircraft Type and Model** created in the previous steps.



The screenshot shows the 'UAS COA Case' window with a sidebar menu on the left and a main content area on the right. The sidebar menu includes: Proponent Information, Point of Contact Information, Operations, **Aircraft System**, Performance Characteristics, Airworthiness, Procedures, Avionics/Equipment, Lights, Spectrum Analysis Approval, ATC Communications, Electronic Surveillance/Detection Capability, Visual Surveillance/Detection Capability, Aircraft Performance Recording, Flight Operations Area/Plan, Flight Aircraft Qualifications, Special Circumstances, and Preview Case. The main content area is titled 'Project' and contains the 'Aircraft System' section. This section includes a dropdown menu for 'Select Aircraft Type and Model' with options: '-Select One-', 'Hunter - MQ-54/B, RQ-54', 'Pavon - RQ-11A/B', and 'Predator A - RQ-1A/MQ-1A'. Below this are fields for 'Control Station' (No. of stations, remote control, etc.), 'Communication', 'List Certified Components (TSO)', and 'Other'. At the bottom of the main content area are buttons for 'Preview Case', 'Save As Draft', 'Print', 'Previous', and 'Next'.

Figure 4-31: Aircraft System

Select **UAS COA: Processor Assignment** from the UAS COA Maintenance Menu.

The screenshot shows the 'UAS COA Maintenance Menu' with a list of options: A. UAS COA: Proponent Organization, B. UAS COA: Point of Contact, C. UAS COA: Aircraft Type and Model, D. UAS COA: Processor Assignment (highlighted with a red arrow), and E. UAS COA: Update Exemptions.

The screenshot shows the 'Processor Assignment' form. It has a header bar with tabs: COA Reports, Tools, Data, Reports, Templates, and Options. Below the header, the title 'Processor Assignment' is displayed with a red arrow pointing to it. The form contains two dropdown menus: 'Division : -Select One-' and 'Processor : -Select One-'. The form is bordered by a blue line at the top and bottom.



Select **UAS COA: Update Exemptions** from the UAS COA Maintenance Menu.

UAS COA Maintenance Menu:

- A. UAS COA: Proponent Organization
- B. UAS COA: Point of Contact
- C. UAS COA: Aircraft Type and Model
- D. UAS COA: Processor Assignment
- E. UAS COA: Update Exemptions

Update UAS COA Exemption Numbers

Current Exemptions: Deletable Exemptions:

Update Exemption:

4.10.3 UAS Civil COA

UAS Civil COA features are only available to "COA-FAA-ATO-HQ" division users.

The UAS civil COA enables individuals and organizations prior to commencing UA operations, to apply for a civil Certificate of Waiver or Authorization (COA) from the FAA. The FAA evaluates and determines the impacts of these proposed activities on the National Airspace System (NAS) under Title 14 of the Code of Federal Regulations (CFR).

The online UAS Civil COA public website is designed to facilitate proponent notification and request to the FAA, of the intent and proposed UAS activity of individuals and organizations, seeking to adhere to the FAA Modernization and Reform Act of 2012, Public Law 112-95 FEB. 14, 2012, Section 333.



COA-FAA-ATO-HQ Portal Page - COA Cases 333E

The screenshot shows the COA-FAA-ATO-HQ Portal Page. The top navigation bar includes links for COA Cases, COA Cases 333E, Notifications, COA Reports, Tools, Data, Reports, Templates, Options, Help, and Log Out. The COA Cases 333E dropdown menu is open, showing options: Pending, Approved, Disapproved, Archived, and Search - UAS Civil COA. The main content area displays the UAS COA Online section, which includes a table of COA Cases and a table of UAS Civil COA. The UAS Civil COA table has a dropdown menu with options: Pending, Approved, Disapproved, and Archived. The Search - UAS Civil COA link is highlighted.

COA-FAA-ATO-HQ Civil Cases 333 Assignments dropdown on Tier-1 menu bar

The screenshot shows the COA-FAA-ATO-HQ Civil Cases 333 Assignments dropdown menu. The dropdown menu is open, showing options: Pending, Approved, Disapproved, Archived, and Search - UAS Civil COA. The Search - UAS Civil COA link is highlighted.

Case 333 Menu Navigation (to the right of “COA Cases” on the menu bar)

- Pending
- Approved
- Disapproved
- Archived
- Search – UAS Civil COA



COA-FAA-ATO-HQ “Pending” Case 333 Assignments (Submitted)

ses	COA Cases 333E	Notifications	COA Reports	Tools	Data	Reports	Templates	Options	Help	Log Out
-----	----------------	---------------	-------------	-------	------	---------	-----------	---------	------	---------

Rows per Page: 5

Cases 333 Assignments

Records 1 to 5 of 122

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#	Proc. Days
2015-WSA-11064-3-333E	Submitted	Admin Review Check	01/30/2015	Vortex Aerial	Christopher Schuster	11064	2015-FAA-0356	45
2015-WSA-11136-19-333E	Submitted	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40
2015-WSA-11136-24-333E	Submitted	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40
2015-WSA-11136-23-333E	Submitted	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40
2015-WSA-11136-21-333E	Submitted	ATC Facility Coordination	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	40

Records 1 to 5 of 122

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

Export options: CSV

COA-FAA-ATO-HQ “Approved” Case 333 Assignments (Approved)

COA Cases	COA Cases 333E	Notifications	COA Reports	Tools	Data	Reports	Templates	Options	Help	Log Out
-----------	----------------	---------------	-------------	-------	------	---------	-----------	---------	------	---------

Rows per Page: 5

Cases 333 Assignments

Records 1 to 5 of 90

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#	Approval Dates	Proc. Days
2015-WSA-11136-16-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	03/31/2015 - 04/09/2015	37
2015-WSA-11136-12-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508	03/30/2015 - 04/30/2015	36
2015-WSA-11136-17-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508		32
2015-WSA-11136-13-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508		32
2015-WSA-11136-25-333E	Approved	Completed	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508		32

Records 1 to 5 of 90

[First / Prev] 1 2 3 4 5 6 7 8 [Next / Last]

Export options: CSV

COA-FAA-ATO-HQ “Disapproved” Case 333 Assignments (Disapproved)

COA Cases	COA Cases 333E	Notifications	COA Reports	Tools	Data	Reports	Templates	Options	Help	Log Out
-----------	----------------	---------------	-------------	-------	------	---------	-----------	---------	------	---------

Rows per Page: 5

Cases 333 Assignments

Records 1 to 5 of 16

[First / Prev] 1 2 3 4 [Next / Last]

Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#	Disapproved Date	Proc. Days
2015-WSA-11158-27-333E	Disapproved	Admin Review Check	02/06/2015	Team5	Ben Skorstad	11158	2014-FAA-0783	03/13/2015	25
2015-WSA-11066-44-333E	Disapproved	Admin Review Check	02/13/2015	Aerial MOB llc	Steve Blizard	11066	2014-FAA-0353	03/10/2015	17
2015-ESA-11158-12-333E	Disapproved	Admin Review Check	03/05/2015	Team5, LLC	Kevin LaRosa	11158	2014-FAA-0783	03/23/2015	13
2015-ESA-11158-8-333E	Disapproved	Admin Review Check	03/05/2015	Team5, LLC	Kevin LaRosa	11158	2014-FAA-0783	03/23/2015	13
2015-WSA-11138-50-333E	Disapproved	Admin Review Check	02/19/2015	Independent Realtor - Tierra Antigua	Douglas Trudeau	11138	2014-FAA-0481	03/07/2015	12

Records 1 to 5 of 16

[First / Prev] 1 2 3 4 [Next / Last]

Export options: CSV



COA-FAA-ATO-HQ “Archive” Case 333 Assignments (Cancelled / Expired)

COA CasesCOA Cases 333ENotificationsCOA ReportsToolsDataReportsTemplatesOptionsHelpLog Out

Cases 333 Assignments

5 Records found, displaying all Records.
Page: 1 of 1

Case No.	Status	Phase	Date Submitted	Proponent	POC Name	Exemption#	Docket#
2015-WSA-11136-22-333E	Cancelled	Admin Review Check	02/06/2015	Advanced Aviation Solutions	Bradley Ward	11136	2014-FAA-0508
2015-ESA-11064-38-333E	Cancelled	Admin Review Check	03/30/2015	CGH_Test	Samu	11064	2015-FAA-1235
2015-ESA-11064-31-333E	Expired	Completed	03/27/2015	CGH_Test	Samu	11064	2015-FAA-1234
2015-ESA-11064-37-333E	Expired	Completed	03/30/2015	CGH_Test	Samu	11064	2015-FAA-1234
2015-ESA-11065-35-333E	Expired	Completed	03/30/2015	CGH_Test	Samu	11065	2015-FAA-1235

5 Records found, displaying all Records.
Page: 1 of 1

Export options: CSV

“FAA UAS Civil COA Request”

COA Cases	Cases 333	Notifications	COA Reports	Tools	Data	Reports	Templates	Options	Help
Log Out									

FAA UAS Civil COA Request

Any information that is provided is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

Note: All fields are required.

Case Number	2015-WSA-2-E333
Status	SUBMITTED
Created Date	01/22/2015
Submitted Date	01/22/2015
Docket #	2015-FAA-3456
Exempt #	55567

[Back to Portal](#) [Pdf View](#) [Approve](#) [Reject](#)

- **Back to Portal:** Returns the user to their portal page.
- **PDF View:** Civil COA can be viewed, printed or a copy saved outside of COA On-Line.
- **Approved:** Moves the case to the “Approved” Cases 333 Assignments screen and updates the “status” field of the FAA UAS Civil COA Request to “Approved”.
- **Reject:** Moves the case to the “Disapproved” Cases 333 Assignments screen and updates the “status” field of the FAA UAS Civil COA Request to “Disapproved”.



“Approved” FAA UAS Civil COA Request

333	Notifications	COA Reports	Tools	Data	Reports	Templates	Options	Help	Log Out												
<h3>FAA UAS Civil COA Request</h3> <p>Any information that is provided is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit http://www.foia.gov/.</p> <p>Note: All fields are required.</p> <table><tr><td>Case Number</td><td>2015-WSA-1-E333</td></tr><tr><td>Status</td><td>APPROVED</td></tr><tr><td>Created Date</td><td>01/20/2015</td></tr><tr><td>Submitted Date</td><td>01/20/2015</td></tr><tr><td>Docket #</td><td>2015-FAA-1234</td></tr><tr><td>Exempt #</td><td>12345</td></tr></table>										Case Number	2015-WSA-1-E333	Status	APPROVED	Created Date	01/20/2015	Submitted Date	01/20/2015	Docket #	2015-FAA-1234	Exempt #	12345
Case Number	2015-WSA-1-E333																				
Status	APPROVED																				
Created Date	01/20/2015																				
Submitted Date	01/20/2015																				
Docket #	2015-FAA-1234																				
Exempt #	12345																				

Approved Cases 333 Assignments screen options:

- Back to Portal: Returns the user to their portal page.
- PDF View: Civil COA can be viewed, printed or a copy saved outside of COA On-Line.

“Disapproved” FAA UAS Civil COA Request (Rejected)

333	Notifications	COA Reports	Tools	Data	Reports	Templates	Options	Help	Log Out												
<h3>FAA UAS Civil COA Request</h3> <p>Any information that is provided is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit http://www.foia.gov/.</p> <p>Note: All fields are required.</p> <table><tr><td>Case Number</td><td>2015-CSA-4-E333</td></tr><tr><td>Status</td><td>REJECTED</td></tr><tr><td>Created Date</td><td>01/23/2015</td></tr><tr><td>Submitted Date</td><td>01/23/2015</td></tr><tr><td>Docket #</td><td>2015-FAA-3456</td></tr><tr><td>Exempt #</td><td>44444</td></tr></table>										Case Number	2015-CSA-4-E333	Status	REJECTED	Created Date	01/23/2015	Submitted Date	01/23/2015	Docket #	2015-FAA-3456	Exempt #	44444
Case Number	2015-CSA-4-E333																				
Status	REJECTED																				
Created Date	01/23/2015																				
Submitted Date	01/23/2015																				
Docket #	2015-FAA-3456																				
Exempt #	44444																				

Disapproved Cases 333 Assignments screen options:

- Back to Portal: Returns the user to their portal page.
- PDF View: Civil COA can be viewed, printed or a copy saved outside of COA On-Line.



UAS Civil COA Application Process Flow

UAS Civil COA Application Process Flow

A graphical representation of Civil Certificate of Authorization (COA) request status is available to all COA-FAA-ATO-HQ users. This process visualization depicts the civil COA process flow, showing the three phases of a civil COA request. The process graphic is displayed across the top of the civil COA request application screen and serves as a depiction of where a submitted civil COA application is in the authorization process.



- The graphic depicts the Civil COA:
 1. Previous phase(s) already completed (if any)
 2. Current phase the civil COA is in
 3. Remaining phases to be completed for the civil COA to be approved.

As an Example, if a civil COA has already completed Phase 1, the graphic displays Phase 1 as completed (light shade with a green check mark) Phase 2 (dark shade by ATC Facility Coordination), Phase 2 as being the phase in progress, and Phase 3 still to be completed (light shade without a check mark).



Three Phases of a Civil COA request workflow

Admin Review Check

The screenshot displays the FAA UAS Civil COA Request web application interface. At the top is a navigation bar with links: COA Cases, COA Cases 333E, Notifications, COA Reports, Tools, Data, Reports, Templates, Options, Help, and Log Out. Below the navigation bar is a workflow diagram with three steps: 1. Admin Review Check, 2. ATC Facility Coordination, and 3. Signature. The first step is highlighted with a blue arrow pointing to the 'Tools' link in the navigation bar. The main content area is titled 'FAA UAS Civil COA Request' and includes a disclaimer about FOIA. Below the disclaimer is a 'Note: All fields are required.' and a 'Case Number' field containing '2015-CSA-11136-44-333E'. The 'Status' field is set to 'SUBMITTED'. A blue arrow points to the 'Case Management' section, which contains an 'Action:' dropdown menu with options: Select One, Cancel, Disapprove, and Admin Review Check. Below the dropdown is a 'Remarks' text area. At the bottom of the 'Case Management' section are buttons for 'Save Remarks', 'Clear', and 'Update Case'. Below this is an 'Attach Status Document' section with a file upload icon and '(0)' documents. At the very bottom is a 'Case Management Summary' section with 'Approval Dates' (Start Date, End Date) and 'Case Notes' (Recorded On, Note, Added By).

COA Cases COA Cases 333E Notifications COA Reports Tools Data Reports Templates Options Help Log Out

Admin Review Check 1 ATC Facility Coordination 2 Signature 3

FAA UAS Civil COA Request

Any information that is provided is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

Note: All fields are required.

Case Number 2015-CSA-11136-44-333E

Status SUBMITTED

Case Management

Action: Select One
Cancel
Disapprove
Admin Review Check

Remarks

Save Remarks Clear Update Case

Attach Status Document: (0)

Case Management Summary

Approval Dates

Start Date	End Date

Case Notes

Recorded On	Note	Added By



ATC Facility Coordination

COA Cases COA Cases 333E Notifications COA Reports Tools Data Reports Templates Options Help Log Out

Admin Review Check **ATC Facility Coordination** Signature

FAA UAS Civil COA Request

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Note: All fields are required

Case Number 2015-CSA-11136-44-333E

Status SUBMITTED_ATCFC

Case Management

Action: **Select One**

Remarks/Cancel Disapprove ATC Facility Coordination

Save Remarks Clear Update Case

Attach Status Document: (0)

Case Management Summary

Approval Dates

Start Date	End Date
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Case Notes

Recorded On	Note	Added By
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Signature

COA Cases COA Cases 333E Notifications COA Reports Tools Data Reports Templates Options Help Log Out

Admin Review Check ATC Facility Coordination **Signature 3**

FAA UAS Civil COA Request

Any information that is provided is bound by the Freedom of Information Act (FOIA) and may be releasable. This requires compliance to FOIA and consent to the release of your information. If you do not consent to the release of your information you must contact us for further guidance. For more information, please visit <http://www.foia.gov/>.

Note: All fields are required.

Case Number: 2015-CSA-11136-44-333E

Status: SUBMITTED_SIG

Case Management

Action: Select One
Approve
Cancel
Disapprove

Remarks:

Save Remarks Clear Update Case

Attach Status Document: (0)

Case Management Summary

Approval Dates

Start Date	End Date
------------	----------

Case Notes

Recorded On	Note	Added By
-------------	------	----------

Case Management

Action: Approve

Approved Date Ranges

Start Date	End Date
------------	----------

From To Schedule Delete

Remarks/Notes:

Save Remarks Clear Update Case

Attach Status Document: (0)



Approved UAS Civil COA

COA Cases COA Cases 333E Notifications COA Reports Tools Data Reports Templates Options Help Log Out

Admin Review Check ATC Facility Coordination Signature

FAA UAS Civil COA Request

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Note: All fields are required.

Case Number 2015-CSA-11136-44-333E

Status APPROVED

Case Management

Remarks/Notes:

Attach Status Document: (0)

Save Remarks Clear

Case Management Summary

Approval Dates	
Start Date	End Date
04/06/2015	04/07/2015

Case Notes

Recorded On	Note	Added By
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Search- UAS Civil COA

COA Cases COA Cases 333E Notifications COA Reports Tools Data Reports Templates Options Help Log Out

Pending
Approved
Disapproved
Archived
Search - UAS Civil COA

UAS COA Online

Please enter at least one field to perform a search for UAS Civil COA Case.

ASN: [dropdown] - [dropdown] - [dropdown] - [dropdown] 333E Aircraft Registration #: [dropdown]
Docket #: [text box] Status: [dropdown]
Exemption #: [text box]

Proponent

Proponent Company: [dropdown]
Proponent Contact: [dropdown]

Search Reset Clear

COA-FAA-ATO-HQ

1. From the Tier-1 menu bar COA Cases 33E dropdown search civil COA cases based upon several unique attributes, including:

- ASN (Civil COA number)
- Docket number
- Exemption number
- Aircraft registration number
- Status
- Proponent Company
- Proponent Contact

1. Fill in the 'Civil COA number' (ASN); other information fields can be used to search as well.
2. Select the **[Search]** button.
3. The results will be shown below the search fields.
4. Once the results are shown then select the civil COA number (ASN) as highlighted. This will open the *Preview Case* screen of the existing selected civil COA request (case).



Civil COA Terms Glossary

Case Number – Number assigned to each efile UAS civil COA request. When submitted to the FAA, the ASN link opens a read-only version of the submitted UAS civil COA request.

Status – Current status of an application request (i.e., Pending, Approved or Disapproved).

Phase – Current workflow phase of a civil COA application request.

Date Submitted – Date a UAS civil COA application request was submitted to the FAA.

Proponent – The applier of an application for a UAS civil COA.

POC Name – The point of contact for an applier of an application for a UAS civil COA.

Exemption Number – A numeric number unique to a determined FAA petition for exemption under Section 333 (example: YYYY-FAA-#####).

Docket Number – An alphanumeric number unique to a requested FAA petition for exemption under Section 333 (example: YYYY-FAA-#####).

Proc. Days – Number of processing days since date submitted.

Approved Date – Date a UAS civil COA application request was approved by the FAA.

Disapproved Date – Date a UAS civil COA application request was disapproved by the FAA.



4.10.4 OE/AAA® COA Terms Glossary

Description	Definition
Active	Effective
Archived	Stored
Admin Review Check	Standard COA / DoD MOA Class D Notifications and Renewal review Phase One.
Approved	FAA “Approval Effective Period” has been granted for approved UAS COA operations.
Approve_Resume	Suspended Status COA moved back to Active status
ATC Facility Coordination	Air Traffic Control Facility Coordination Standard COA / DoD MOA Class D Notifications review Phase Four. Renewal review Phase Two.
ATC Feasibility Check	Air Traffic Control Feasibility Check Standard COA / DoD MOA Class D Notifications review Phase Two.
Cancel-Draft	Terminated Draft
Cancel - Case	Terminated Case
Cancelled	COA case can be “Cancelled” at any time of the COA workflow
Class D Notifications	A submitted DoD MOA Class D Notification for FAA approval to conduct DoD UAS Operations.
Class G Notifications	DoD, NASA, NOAA or DOI notifications submitted to the FAA per MOA to conduct UAS Operations.
COA	Certificate of Authorization
COA Case	A submitted COA request for FAA approval to conduct UAS Operations.
Committed	COA case submission that has been submitted to, and received by the FAA.
Disapproved	FAA “Approval Effective Period” has not been granted for UAS COA operations.
Draft	COA application created and saved in your account but not submitted to the FAA
Expired	Expiration is the automatic status triggered by the application
iOE/AAA®	The FAA internet Obstruction Evaluation / Airport Airspace Analysis system which host the COA-Online system.
MOA	Memorandum of Agreement Example: DoD/FAA MOA dtd Sept 27, 2007 and the "ATC Procedures for DoD Non Joint Use Airfield with Associated Class D Airspace" dtd Jan 23, 2009



Description	Definition
Phase	FAA review process stages, consisting of five phases for Standard COA and DoD MOA Class D Notifications; four phases for COA Renewals.
Pending	Waiting
Recommitted	COA case submission that has been re-submitted to, and received by the FAA after being Released to the submitter.
Released	COA case submission that has been reviewed for completeness by the FAA and Released back to the submitter. Additional information is needed before the application can be processed.
Renewal	Renew Existing UAS COA Case
Revalidated	COA case has met administration, feasibility and safety reviews by the FAA after being Released back to the submitter. The Revalidated case may be considered for Approval.
Safety Review	Standard COA / DoD MOA Class D Notifications and Renewal review Phase Three.
Signature	Final COA Phase before UAS operation Approval or Disapproval decision Standard COA / DoD MOA Class D Notifications review Phase Five. Renewal review Phase Four.
Status	COA Status History page show Statuses.
Submitted	Committed to FAA
Suspended	COA case can be “Suspended” only FAA only when in Approval status
Terminated	COA Cases can be “Terminated” only from Suspended or Approved statuses
Validated	COA case has met administration, feasibility and safety reviews by the FAA. The validated case may be considered for Approval.
UAS	Unmanned Aircraft Systems

Table 1-1: COA (iOE/AAA®) Terms